

## Phase 1 COVID-19 General Construction Health and Safety Plan

Revision 2 – May 1, 2020

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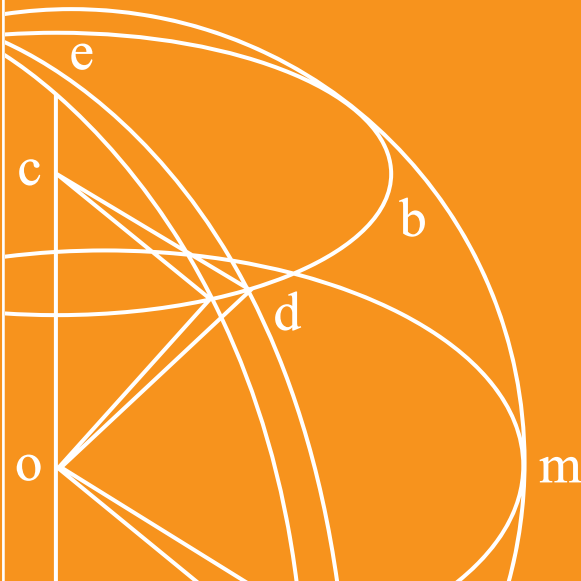
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and  
Patrick True, MS, SMS, ASP

### Adopted By:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorizing Person

\_\_\_\_\_  
Date





***Limitations:*** Fulcrum Environmental Consulting, Inc.'s has prepared this COVID-19 General Construction Health and Safety Plan based on best practices as known on the date of issuance or revision. It has been prepared and issued as a general guidance to assist construction contractors engaged in support of essential activities. Though prepared for the Construction Industry, the substantial portion of this document would apply to health and safety practices inherent in office, manufacturing, and other settings and employers with workers in those circumstances are welcome to use this document as guidance subject to the limitations presented herein. This document has been issued into the public domain and may be used by any party subject to the following limitations.

*This work plan has been prepared based on guidance and standards for Washington State. If work is performed in other jurisdictions, modification of this plan to address federal, tribal, and/or state specific requirements will be necessary.*

*Every construction project and work site are different. What is feasible and appropriate for any specific project or work site will vary upon the nature of activities, size, location and other characteristics. The document has been prepared to assist contractors in the development of a sound approach to risks associated with COVID-19. This document is intended to provide general guidance and should not be construed to present a definitive statement of the protocols and procedures that are applicable to each work site or project. This document is not legal advice and is not intended to meet the full scope or nature of an employer's legal, regulatory, or health and safety obligations, particularly under the circumstances that the COVID-19 pandemic has created. In addition, new and better information could well supersede the information included in this document. As the situation evolves, contractors should continue to monitor the environment, including public health conditions in the local geography of their work and each project. in which they are working and related developments and react accordingly.*

*All contractors are required to have and maintain a Health and Safety Program and all projects should have a site-specific health and safety plan. This document can be used to supplement the contractor's existing site-specific safety and health plan. Use of this document or the practices described herein is not and cannot be construed to warrant the presanction of the spread or transmission of SARS-CoV-2. The practices provided herein operate under the assumption that at any time any person may be a carrier of SARS-CoV-2.*

This document has developed in coordination with the Inland Northwest Association of General Contractors. Fulcrum would like to thank Curt Nead, Director of Safety for the Inland Northwest Association of General Contractors and Patrick True, MS, SMS, ASP for their assistance in the review of this plan. Comments or questions are welcome and may be addressed under future revisions.

Fulcrum may issue updates to this Health and Safety Plan as conditions develop and new information becomes available. Fulcrum recommends any firm using this Health and Safety Plan as a reference, notify Fulcrum to be included on an email list for subsequent updates. To join the email list for updates, send your contact information to: [COVID@efulcrum.net](mailto:COVID@efulcrum.net)



## Summary of Changes

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Original Document: March 31, 2020

Revision 1.0 – April 6, 2020

Revisions and updates from Inland Northwest AGC and Contractor input

Revision 1.1 – April 8, 2020

Minor edits, reorganization, and additional tool box safety content

Revision 1.2 – April 8, 2020

Removed comments related to recommendations related to workers limiting out of the home activities when confirmed positive or assumed positive. While quarantine recommendations are consistent with CDC guidelines, contractors cannot control the actions of workers away from their job sites.

Condensed Section 6.0 into Section 7.0 and updated section numbering.

Removed Section 8.5: *Return to Work Criteria* pending clarification by Washington State Department of Labor and Industry, Division of Occupational Safety and Health on criteria to be used for construction return to work criteria.

Revision 2 – May 1, 2020

Revised and repurposed to address the Phase 1 Construction Restart COVID-19 Job Site Requirements.

Incorporation of DOSH Directive 1.70

Incorporation of Implementation of Phase 1 Construction Restart – Proclamation 20-25

Expanded Training Program in Section 8.0

Adoption of Use & Care of Cloth Face Coverings and added Use and Care for Cloth Face Coverings guidance

Incorporation of example Job Site Signage

Reordered appendices



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Appendix D	Example Job Site Signage
Appendix E	Use & Care of Cloth Face Coverings
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Appendix J	Awareness Training Documentation



## 1.0 Applicability of this Document

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The 2019 Novel Coronavirus or 2019-nCoV (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Washington State has experienced a significant number of COVID-19 cases and a “Stay at Home” order was issued on March 23, 2020, to reduce the transmission of the virus. On March 25, 2020, Washington State Governor Jay Inslee issued additional guidance<sup>1</sup>:

“In general, commercial and residential construction is not authorized under the proclamation because construction is not considered to be an essential activity. However, an exception to the order allows for construction in the following limited circumstances:

- a) Construction related to essential activities as described in the order.
- b) To further a public purpose related to a public entity or governmental function or facility, including but not limited to publicly financed low-income housing; or
- c) To prevent spoliation and avoid damage or unsafe conditions, and address emergency repairs at both non-essential businesses and residential structures.

“To that end, it is permissible for workers who are building, construction superintendents, tradesmen, or tradeswomen, or other trades including, but not limited to, plumbers, electricians, carpenters, laborers, sheet metal, iron workers, masonry, pipe trades, fabricators, heavy equipment and crane operators, finishers, exterminators, pesticide applicators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC technicians, painting, moving and relocation services, forestry and arborists, and other service providers to provide services consistent with this guidance.

“All construction activity must meet social distancing and appropriate health and worker protection measures before proceeding.”

Fulcrum Environmental Consulting, Inc. (Fulcrum) developed this COVID-19 General Construction Health and Safety Plan in association with Patrick True and with Curt Nead the Safety Director of the Inland Northwest Association of General Contractors (AGC). See Appendix A for AGC National COVID-19 Guidance Documents.

This plan has been prepared as a public contribution to assist construction contractors engaged in essential activities or who may engage in non-essential activities following the lifting of the “Stay at Home” order. It has been developed with substantial consideration to OSHA 3990-03 *Guidance on Preparing Workplaces for COVID-19* issued in March 2020.<sup>2</sup>

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<sup>1</sup> [https://www.governor.wa.gov/sites/default/files/03.25.20-Construction%20Guidance%20Memo%20%28002%29.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.governor.wa.gov/sites/default/files/03.25.20-Construction%20Guidance%20Memo%20%28002%29.pdf?utm_medium=email&utm_source=govdelivery)

<sup>2</sup> <https://www.osha.gov/Publications/OSHA3990.pdf>



Contract shall post posters as required by the U.S. Department of Labor and state agencies as found in Appendix B or online at:

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

On April 7, 2020, the Washington State Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) issued *DOSH Directive 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order* to provide “enforcement policy when evaluating workplace implementation of social distancing, sanitation and sick employee practices as required under the Governor’s Proclamation: Stay Home - Stay Healthy Order.”<sup>3</sup> See Appendix C for the DOSH Directive 1.70.

On April 23, 2020, the Gov. Jay Inslee’s Construction Working Group released the “Phase 1 Construction Restart COVID-19 Job Site Requirements.”<sup>4</sup> The document provides recommendations to be implemented during “Phase 1: Low-Risk Construction Work Resumes” tasks. See Appendix C for the Phase 1 Construction Restart COVID-19 Job Site Requirements recommendation.

Projects operating under the Phase 1 Construction Restart job site requirements shall have such notice prominently posted.

As provided in the Stage 1 Construction Restart requirements:

“All contractors shall post on each job site written compliance with these requirements prior to performing any work. Under the authority of the Washington Industrial Safety and Health Act (WISHA), L&I’s Division of Occupational Safety and Health (DOSH) will enforce these COVID-19 jobsite safety and health requirements.”

On April 24, 2020, Governor Inslee issued the “Implementation of Phase 1 Construction Restart – Proclamation 20-25” to adopt the Phase 1 Construction Restart COVID-19 Job Site Requirements and address the “limited circumstances where six foot distancing requirements cannot be maintained on construction project.” See Appendix C for a Proclamation 20-25.<sup>5</sup>

Fulcrum’s COVID-19 General Construction Health and Safety Plan has been developed based on traditional general infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls; personal protective equipment (PPE) selection; and considerations for evaluating the relative risk of site conditions, work practices, and time of potential exposure. This guidance is intended for planning purposes. Employers and workers should use this planning guidance to help identify risk levels at work sites and to determine appropriate control measures to be implemented.

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<sup>3</sup> <https://lni.wa.gov/dA/36e85758be/DD170.pdf>

<sup>4</sup> <https://www.awb.org/files/library/phase-1-construction-covid-19-safety.pdf>

<sup>5</sup> <https://www.governor.wa.gov/sites/default/files/proclamations/20-25%20Addendum%20Implementation%20of%20Phase%201%20Construction%20Restart%20Proclamation.pdf>



Additional guidance may be needed as COVID-19 pandemic conditions change and new information becomes available, including new information about the virus, its transmission, and impacts. The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) latest information about SARS-CoV-2 and COVID-19 can be reviewed at:

[www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)

## 1.1 Updates

As with all documents related to COVID-19, new information, scientific studies, lessons learned, and government directives should be considered with the use and revision of this document. This document should be considered a living document that should be reviewed and updated frequently as new information become available.

Fulcrum may issue updates to this Health and Safety Plan as conditions develop and new information becomes available. Fulcrum recommends any firm using this Health and Safety Plan as a reference, notify Fulcrum to be included on an email list for subsequent updates. Future updates to this COVID-19 General Construction HSP, if generated will be provided as a public service and there will be no charge. To join the email list for updates, send your contact information to: [COVID@efulcrum.net](mailto:COVID@efulcrum.net)

## 1.2 Support Services

Please contact the following for information related to this document or for assistance in development of site-specific applications:

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Given the fast-developing nature of the COVID-19 pandemic, individual Company may modify, update, or add additional requirements on a case by case basis. If you have any questions concerning your individual Company's use of this plan, please contact the following Company representative:

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Designated Individual

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Title

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Cell Phone

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Email





## 2.0 Regulations

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Several regulations may apply to the work that would occur while the Washington State “Stay at Home” order is in effect including, but not limited to:

WAC 296-62: General Occupational Health Standards

WAC 296-800: Safety and Health Core Rules

WAC 296-842: Respirators

In addition, guidance should be taken from:

WAC 296-823: Occupational Exposure to Bloodborne Pathogens

WAC 296-843: Hazardous Waste Operations

WAC 296-901: Globally Harmonized System for Hazardous Communication

## 3.0 Background

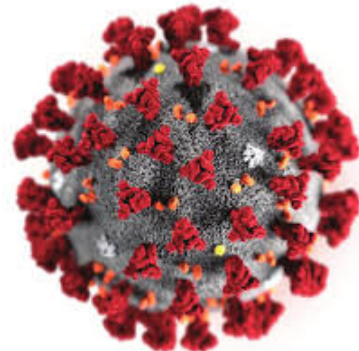
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Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms, including loss of taste. Other people, referred to as asymptomatic cases, have experienced no symptoms.

Symptoms of COVID-19 may appear in as few as 2-days or as long as 14-days after exposure.

The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6-feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



It may be possible that a person can develop COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).

Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.



Although the United States and Washington State have implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur. The CDC website provides the latest information about SARS-CoV-2 transmission:

[www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html)

## **4.0 General Work Place Controls**

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Due to the likely person to person transmission of SARS-CoV-2, anticipated ongoing future exposure, and the potentially long incubation period between exposure and onset of symptoms, it is not feasible to eliminate the potential for exposure from the work site. The most effective protection measures, listed from most effective to least effective, are engineering controls, administrative controls, safe work practices, and PPE. Typical hazard control also includes elimination and/or substitution as the first way to control a hazard; however, in this case elimination is not a practical consideration. The following practices are suitable for application at work sites as well as office locations where the construction work is being managed and coordinated. See Section 5 for additional Construction specific work site evaluation and controls.

In addition to all signage required for businesses work places, all work places shall also utilize signage to indicate that the project site is being completed under a COVID-19 Health and Safety Plan. Additional signage shall be used to designate means and methods used to address worker safety and job site cleanliness. See Appendix D for examples of signage.

### **4.1 Basic Infection Prevention and Work Site Cleaning/Disinfecting Measures**

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

- Handwashing – Promote frequent and thorough hand washing, including by providing workers, customers, and work site visitors with a place to wash their hands with soap and running water. Soap 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.

Workers should cover their mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.

Due to the nature of the work, access to running water may not be practical. In these situations, provide alcohol-based hand rubs containing at least 60% ethanol or 70% isopropanol. When permanent hand sinks and toilets are not available, in addition to portable toilets, provide portable handwashing stations. Contractor shall post personal hygiene, hand washing and disinfection, signage at all portable toilets and hand washing locations.



A typical handwashing process is shown in Table 1: Hand Cleaning.

**Table 1: Hand Cleaning<sup>6</sup>**

Hand Cleaners	Soap and Water	Sanitizers
Type	Hand Soap	60% Ethanol or 70% Isopropanol
When to Use	Whenever available	When soap and water are not available
How to Use	<p><b>Wet</b> your hands with clean water (warm or cold) and apply soap.</p> <p><b>Lather</b> your hands together by rubbing them together with the soap.</p> <p><b>Scrub</b> all surfaces of your hands, including the palms, backs fingers, between your fingers, and under your nails.</p> <p><b>Keep</b> scrubbing for at least 20 seconds</p> <p><b>Rinse</b> your hands under clean, running water.</p> <p><b>Dry</b> your hands using a clean towel or air dry them.</p>	<p>Do not use sanitizers when hands are visibly dirty or greasy.</p> <p><b>Apply.</b> Put enough product on hands to cover all surfaces.</p> <p><b>Rub</b> hands together, until hands feel dry. This should take <b>at least 20 seconds</b>.</p> <p><b>Note:</b> Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.</p>
Caution	Some soaps may cause skin irritation.	Ethanol and isopropanol are flammable. Do not store used wipes in closed containers. Alcohol cleaners may be incompatible with other solvents or chemicals used on the work site.

**Disinfectants** – Utilize disinfectants found on the current U.S. Environmental Protection Agency's List N: Disinfectants for Use Against SARS-CoV-2:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Cloth Face Coverings** – See Appendix E for Use and Care of Cloth Face Coverings guidance.

**Housekeeping & Cleaning** – Institute regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment where possible. Employees should regularly do the same in their assigned work areas.

- **High Touch Surfaces** – Clean and disinfect frequently touched objects and surfaces such as workstations, handrails, machines, shared tools, elevator control buttons, and doorknobs at least 3 to 4 times per day. Employees performing cleaning should wear at least long sleeves and disposable single use gloves.
- **Common Spaces** – Offices, job trailers, break/lunchroom areas, and supplies storage containers have high touch areas (door knobs, switches, desks, keyboards, elevator control buttons, etc.) cleaned and/or disinfected at least 3 to 4 times per day. Employees performing cleaning should wear at least long sleeves and disposable single use gloves.
- **Garbage** – Trash receptacles should be placed conveniently throughout the work site and lined

<sup>6</sup> Table 1 is based on information issued by the CDC. <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>



with trash bags appropriate to the nature of likely debris. Trash from the work site should be collected frequently enough to ensure they do not become overfull. Nitrile, latex, or vinyl gloves should be worn during trash collection and disposed of upon completion.

- **Portable Toilets** – A hand washing station should be established outside each portable toilet at a rate of not less than one station per five units. The wash station should either have running water and soap or sanitizers sufficient to meet hand cleaning as outlined in Table 1. A sign should be placed on the door to each portable toilet requiring hand cleaning before and after use and encouraging application of a spray disinfectant following each use. Spray disinfectant should be placed in each portable toilet unit. Portable toilets should be cleaned by site staff two to three times per day and should be serviced by the provider at least twice per week. The company's regular portable toilet sanitizing should be documented. See Appendix D for an example of a portable toilet disinfection sign.

Contractor shall make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.

When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.

## **4.2 Engineering Controls**

Engineering controls involve isolating employees from work related hazards. In work sites where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Options for engineering controls to prevent transmission of SARS-CoV-2, that may be applicable to individual work sites subject to site specific conditions, include:

- Physically separate work tasks/locations as practicable.
- Use physical barriers (such as plastic sheeting, plexiglass, or temporary walls) between work tasks that must be performed with less than 6-feet of separation.
- Install higher efficiency air filters, up to and including high efficiency particulate air (HEPA) filters.
- Increase ventilation rates in the work environment.

In addition, some work areas may be best addressed with negative pressure ventilation to remove air from the work space.



### 4.3 Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls to reduce exposure to SARS-CoV-2 and prevent COVID-19 infected workers include:

- Maintain and post the COVID-19 HSP at the job site. The COVID-19 HSP shall be reviewed at least monthly until the requirements are withdrawn by the Governor's Office or DOSH.
- Post signage identifying hygienic practices, handwashing, disinfecting, and sanitizing practices and responsibilities for workers at the start, during, and end of each shift.
- Train all staff on current information about COVID-19 and ways to protect themselves and their family. See Appendix F for AGC's Toolbox Talks and Section 8 for COVID-19 Awareness Training criteria.
- Provide workers with up-to-date education and training on COVID-19 risk factors and SARS-CoV-2 protective behaviors.
- Review SARS-CoV-2/COVID-19 safe work practices during tailgate or tool box meetings at least weekly.
- Require sick workers to stay at home.
- If symptoms consistent with COVID-19 develop during a work shift, direct the worker to leave the work site and follow best practices for testing and quarantine. Employee's work area(s) should be immediately disinfected and documentation of disinfection completed by the COVID-19 Supervisor.
- Minimize contact among workers, clients, and customers and maintain 6-foot separation at all times.
- Where practical, use separate entry and exit gates/doors on the project site. Entry and exit passages should be clearly signed.
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- For job sites under Phase 1 Construction Restart requirements, create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case.
- Have employees inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- Discontinue nonessential travel to the extent feasible, especially to locations with levels of COVID-19 outbreaks significantly higher or lower than the starting location.
- Encourage remote communication and establish means for employees to communicate with supervisors such as text, email, phone calls, etc.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Train workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.



- Use signage throughout the job site to remind workers of health and safety responsibilities. See Appendix D for examples of signage.
- Post posters as required by the U.S. Department of Labor and state agencies:

[https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

A copy of the posting is included in Appendix B.

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2/COVID-19 include:

- Any employee/contractor/visitor showing symptoms of COVID-19 will be prevented from entering the work site and if present on the work site when symptoms are first noticed, ask him/her to leave the work site and to address the concern in accordance with current community practices. Employee's work area(s) should be immediately disinfected and documentation of disinfection completed by the COVID-19 Supervisor.
- Meetings will be conducted by video conference, telephone or other remote methods if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person meetings, avoid gathering in groups of more than 10 people or as currently recommended by federal, state or local jurisdiction. Participants must remain at least 6-feet apart.
- Employees and visitors must maintain social distancing and shall direct others (co-workers/contractors/visitors) to increase personal space to at least 6-feet. Where job trailers or project offices are used, only necessary employees should enter the job trailers or project office and all employees should maintain social distancing while inside the space.
- As provided in the *Implementation of Phase 1 Construction Restart – Proclamation 20-25*,

“In limited circumstances where six foot distancing requirements cannot be maintained on construction projects previously authorized under Proclamation 20-25, a hazard assessment and control plan must be implemented identifying appropriate PPE use in accordance with Department of Labor & Industries requirements (<https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>). No newly authorized projects are permitted to break social distancing standards during phase 1.

- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than 10 people and employees must remain at least 6-feet apart
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Company will provide sanitizing wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturers recommendations for proper cleaning techniques and restrictions.
- For job sites under Phase 1 Construction Restart requirements, to the extent practical allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete



the job then at a minimum all trades and subcontractors must maintain social distancing policies.

- Divide crews/staff into two or more work shifts where possible so that projects can continue working effectively if one of the divided teams is required to quarantine.
- Employees are encouraged to avoid ridesharing or carpooling.
- If practicable, each vehicle or piece of equipment should be used by only one employee. Where a vehicle or piece of equipment cannot be used by only one employee, the seat, steering wheel, control switches and levers in company equipment and vehicles shall be disinfected when there is a change of the operator.
- In lieu of using a common source of drinking water, such a cooler, employer shall provide employees with individual water bottles.
- Additional company-specific or work site specific precautions that will be used are attached to this plan.

### Work Site Screening

- All project sites will utilize visitor logs to track the arrival and departure of workers, visitors, and deliveries to the project site. See Appendix G for an example visitor log. Visitor logs shall be maintained for at least four weeks.
- For job sites under Phase 1 Construction Restart requirements, the worker's employer shall 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.
- For job sites under Phase 1 Construction Restart requirements, 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.
- The number of visitors to the work site will be limited to only those necessary for the work.
- **All employees and visitors** will be screened in advance of arriving at the work site. If the employee or visitor answers "yes" to any of the following questions, he/she should not be permitted to access the work site without additional review:
  - Are you under medical order, government directive, or other similar requirement to self-quarantine associated with COVID-19?
  - Are you currently awaiting testing results, or are you positive for COVID-19?
  - Are you experiencing illness symptoms such as fever, cough, or shortness of breath or have you been in close contact with any persons exhibiting such symptoms?
  - Have you been in close contact with any person who is awaiting test results for, or who has been confirmed positive for COVID-19?
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols.
- Delivery personnel should remain in their vehicles whenever possible and minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.





## Workers Entering Occupied Buildings or Homes

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to SARS-CoV-2 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- The work areas shall be disinfected upon arrival, throughout the workday, and immediately before departure. The Company will provide sanitization supplies and equipment.
- Employees should ask other occupants to keep a personal distance of at least 6-feet at a minimum. Workers at a minimum, should wash or sanitize their hands before start of work, before and after using the restroom or any breaks, and after work. See Table 1: Hand Cleaning for typical practice.

### 4.4 Personal Protective Equipment

Workers shall utilize all PPE required under the site-specific health and safety plan and selected for the work tasks and hazards present on the job site. For typical construction projects, PPE is likely to include, hard hat, safety vests, eye protection, work boots, pants, hearing protection, and gloves.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. In addition to the typical PPE for construction projects, the contractor shall provide the following PPE to be used to address SARS-CoV-2 concerns:

- **PPE** – Workers shall use all PPE as identified on the project or task specific Work Task Analysis (WTA) or similar assessment tools such as Job Hazard Assessment (JHA), Activity Hazard Analysis (AHA), Pre-Task Safety Analysis (PTSA), etc. See Appendix H for an example WTA.
- **Gloves** – Gloves shall be selected based on the WTA or JHA. Workers shall wear gloves appropriate to the task at all times.
- **Cloth Face Coverings** – During Phase 1 Construction Restart, ***cloth face coverings are required for all workers on the job site.*** As provided by Proclamation 20-25, ***employers shall provide workers with cloth face coverings, until the requirements are withdrawn by the Governor's Office or DOSH.*** As a result of the proclamation, the cloth face covering has been included under the PPE section.

Workers shall be trained in the proper use and care of cloth face coverings. See Appendix E for Use and Care of Cloth Face Coverings guidance.

Cloth face coverings are not traditional PPE, as they do not have consistent design, materials, or manufacture. While ASTM standard F2100-11(2018), ASTM 2101-14, ASTM F2299/F2299M-03(2017) and ASTM F1862/F1862M-17 exist for “medical face masks”, cloth face coverings are not medical face masks and should not be used for that purpose.





Cloth face coverings do not take the place of respiratory protection required for work involving hazards, including but not limited to, silica, asbestos, fumes, solvents, or other products.

- **Respiratory Protection** – Where the WTA or JHA identified a hazard which has specific regulatory requirements, such as asbestos abatement, silica release, or other hazard, respiratory protection shall be selected based on that hazard. When the worker is no longer exposed to the hazard, such as upon exiting a containment area, upon removal of respiratory protection, a cloth face covering shall be used as required by Proclamation 20-25. Respiratory protection may also be required under the WTA or JHA for work tasks that cannot be completed with appropriate social distancing.

If the appropriate SARS-CoV-2 PPE or disinfectants cannot be provided, the worksite must be shutdown.

Work should not occur at sites where suspected COVID-19 infected individuals are present. If emergency work is required in proximity to a COVID-19 infected individual, this work should only be completed under the supervision of a Certified Industrial Hygienist (CIH) or an infection prevention professional.

**Health care providers are anticipating a severe and potentially life-threatening shortage of N-95 respirators. Any supplies of such respirators should be donated to local emergency centers unless the construction work requires their use under applicable regulations.**

#### **4.5 Protection of Family Members**

A key element of this COVID-19 General Construction HSP are the processes needed to protect workers' families. A potential risk of exposure to a worker's family is if a worker is infected on the job. That risk is best managed through the recommendations of this Health and Safety Plan and similar industry and governmental guidance. Potential does however exist for the virus to be transported from the work environment to the home environment on the skin, clothes, equipment/tools of workers and from the home to the work site. Research has found that the SARS-CoV-2 virus can survive outside a human host on various surfaces for an average of four hours to three days based upon a variety of conditions. Following are recommendations for minimizing this risk:

- Thoroughly wash hands throughout the workday and prior to leaving the work site.
- Upon return to home minimize contact with surfaces in the home and maintain social distancing until the following actions are taken:
  - Leave work boots, gloves, vest, hat, glasses, etc., in vehicle or at the work site when feasible.
  - Remove clothing minimizing any potential dust generation and place either directly into a washing machine or into a plastic lined laundry hamper. Clothing should be washed in the hottest temperature water feasible.
  - Shower as soon as feasible.
  - Sanitize any surfaces touched prior to showering.



## 4.6 Community Awareness

Employees should be advised that their activities, interactions, and risk of exposure outside the work-place poses a risk to their co-workers. Best practices as outlined in this document as well as general community guidance should be followed at all times. Any condition or indication of elevated exposure risk outside the work environment should be communicated to their supervisor.

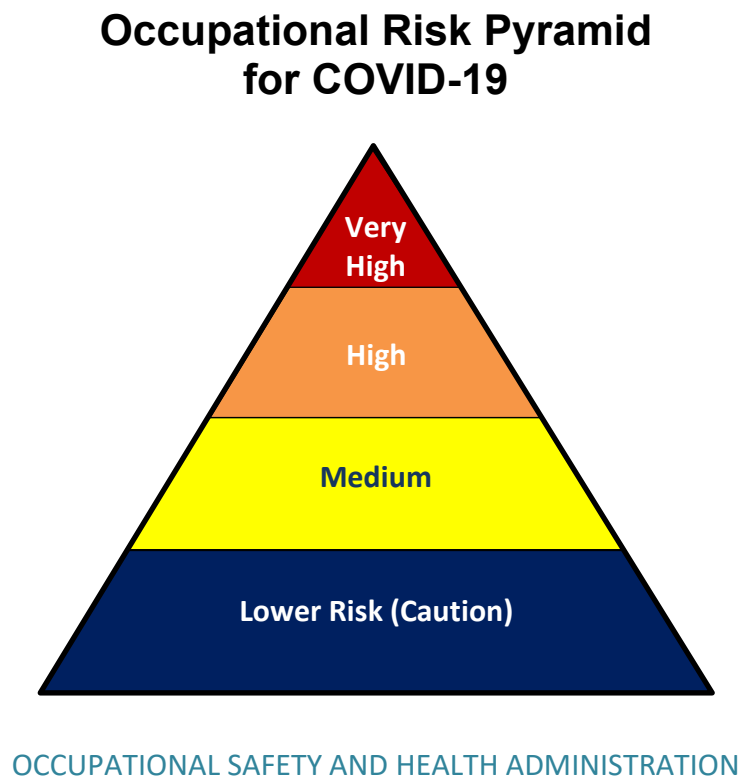
## 5.0 Construction Work Task Risk Evaluation

Occupational exposure to SARS-CoV-2, the virus that causes COVID-19, will vary from very high level of risk to a lower (caution) risk. The level of risk depends in part on the industry type, proximity to other workers and other factors.

To help employers determine appropriate precautions, in guidance 3990, OSHA has divided occupational risk into four levels: Very High, High, Medium, and Lower Risk. The OSHA Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk.

Most construction work is expected to fall in the Lower Risk (caution) or Medium exposure risk levels.

**Chart 1: Occupational Risk Pyramid**





**Chart 2: OSHA Risk Matrix**

### **Lower Exposure Risk (Caution)**

*OSHA Guidance:* These jobs do not require contact with people known to be, or suspected of being, infected with COVID-19 or frequent close contact with (i.e., within 6 feet for 10 minutes or more) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

*Fulcrum* anticipates that exterior construction work or work conducted within construction firm offices that comply with social distancing and other generalized practices as outlined in Section 4 of this document will be best characterized as low risk.

### **Medium (Moderate) Exposure Risk**

*OSHA Guidance:* These jobs include those that require frequent and/or close contact with the general public or other site workers (e.g., in schools, high-population-density) but who are not known or suspected to be COVID-19 patients.

*Fulcrum* advises that construction projects that require frequent close contact (within 6 feet) with co-workers, are conducted inside buildings not occupied exclusively by the Contractor's workers, or that involve interactions with groups of more than three people at a time be identified as medium exposure risk.

### **High Exposure Risk**

*OSHA Guidance:* These jobs require close contact with people known or suspected to be infected with COVID-19.

Although Construction workers engaged in healthcare facility projects with known or suspect COVID-19 patients but with no work conducted within 6-feet of patients in critical care or isolation would not be considered High Exposure Risk by OSHA,

*Fulcrum* recommends that the Contractor categorize the work as High Exposure Risk due to both exposure risk to workers and, to site building occupants or patients.

### **Very High Exposure Risk (Medical)**

*OSHA Guidance:* These jobs have a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include health care workers performing aerosol-generating procedures on known or suspect COVID-19 patients.

This HSP does not anticipated that any General Construction related work will characterize as Very High Risk.

**Medical Facilities:** Work in medical facilities should be documented by the facility under an Infection Control Risk Assessment (ICRA) and reviewed as part of a pre-work discussion by contractor, facility and infection prevention staff.



## 5.1 Construction Specific Health and Safety Recommendations

**Low Exposure Risk** – Work should be conducted in accordance with General Work Place Practices as outlined in Section 4 of this document. Additional recommendations specific to the construction industry are as follows:

- Conduct health and safety meetings or other project meetings outside of job trailers, break room, or other enclosed space.
- Include SARS-CoV-2 and COVID-19 safe work practices during weekly tailgate or toolbox talks. See Appendix F for AGC's Toolbox Talks.

**Medium/Moderate Exposure Risk** – Construction projects that are characterized as medium exposure risk should consider the following additional actions:

- PPE supplies should be maintained at the work site suitable to address higher risk specific tasks as appropriate per the work task analysis. See Appendix H for example WTA.
- Complete a work task analysis for any specific tasks or activities that may have an elevated exposure risk, such as interacting with the public or large groups, etc.
- A site/project specific Health and Safety Plan prepared by a Certified Industrial Hygienist (CIH) or equivalent should be developed if the job hazard analysis identifies additional controls are required or additional risk management steps are appropriate.

**High Exposure Risk** – Fulcrum recommends that any worker in a health care setting or in a facility occupied by a high-risk population be characterized as high exposure risk, even if the risk of exposure to construction staff is better characterized as low or medium risk. This recommendation is based on the risk of construction workers as a potential exposure vector to the sensitive population.

- Fulcrum recommends that work characterized as High Exposure Risk be conducted in accordance with a site-specific COVID-19 Health and Safety Plan prepared by an appropriately qualified person. Third party observation and validation of work practices and controls may also be appropriate to better manage the risk associated with this work.



## 5.2 Risk Matrix

A summation of the outlined actions by exposure risk is presented in the following tables. The nature of the work and proximity to others area significant influencing factor in the potential transmission of SARS-CoV-2. Table 2 summarizes the potential exposure risk based on various potential construction tasks. Table 3 addresses the task time length impact on exposure risk. Table 4 provides recommended exposure assessment frequency and engineering controls by risk level.

**Table 2: Potential Risk of Various Construction Tasks**

Type of Task	Task Risk
Exterior construction work and work where social distancing can be maintained, including earthwork, foundations, electrical, plumbing, painting, roofing, etc.	Low
Office work conducted in construction job trailers or project offices where social distancing can be maintained.	
Construction projects that require frequent close contact (within 6-feet for less than 10 minutes) with co-workers, are conducted inside buildings not occupied exclusively by the contractor's workers, or that involve interactions with groups of more than three people at a time be identified as moderate exposure risk.	Moderate
Typical construction tasks with medium/moderate risk may include concrete flat work, masonry, mobile elevated work platforms, etc.	
Construction projects in occupied healthcare facilities, in facilities with a sensitive population, or at sites with known or suspect COVID-19 patients but with no work conducted within 6-feet of said patients is still considered a High Exposure Risk.	High
Fulcrum recommends that the Contractor categorize the work as High Exposure Risk due to both exposure risk to workers and to building occupants or patients.	

The length of work task will also impact the potential for worker risk. Table 3 provides a breakdown of risk based on task length.

**Table 3: Construction Task Time Length Impact on Exposure Risk**

Length of Time	Time Risk
Short duration activity; usually less than 1-hour	Low
Moderate duration activity; occurs intermittently throughout the day (usually less than 4-hours total throughout the day).	Moderate
Long duration activity; occurs steady throughout the day (full 8 or 10-hour shift).	High

Table 4 provides a summary of work practices and engineering controls for activities based on an evaluation of the risk issues outlined in Tables 2 and 3 above.



**Table 4: Exposure Assessment Frequency and Engineering Controls by Risk Level**

Concentration & Condition	Construction Task and Duration	Recommended Administrative Controls	Recommended Engineering Controls and PPE
<b>Low Risk Tasks</b>	Any duration	Basic infection prevention practices. Awareness level training for all workers engaged in task.	Controlled access to general work. Cleaning and disinfecting of common surfaces/ equipment, etc.
<b>Moderate Risk Tasks</b>	Short to moderate duration	A task specific evaluation should be completed. See Appendix H for an example form. Third party review and/or observation should be considered.	Requirements for low risk task <u>plus</u> the task specific evaluation should identify if there are additional task specific controls or PPE that would be required.
	Moderate to long duration	A task specific evaluation should be completed. Third party review and/or observation is recommended.	All requirements for short duration moderate risk task <u>plus</u> consider physical barriers to protect workers. Have appropriate PPE available and used as determined by the task specific evaluation.
<b>High Risk Tasks</b>	Any duration	Exposure assessment by appropriately qualified third-party for each task is required.	All requirements for moderate duration risk task <u>plus</u> complete a review of the site, and task specific analysis by a qualified third-party such as a CIH or infection prevention professional.

**Medical Facilities:** Work in medical facilities should be documented by the facility under an Infection Control Risk Assessment (ICRA) and reviewed as part of a pre-work discussion by contractor, facility and infection prevention staff.

## 6.0 Work Site Monitoring and Observation

Contractors shall designate a COVID-19 Supervisor (see below for contact information) at each worksite.

_____	COVID-19 Supervisor
Designated Individual	Title
_____	_____
Cell Phone	Email

The COVID-19 Supervisor shall:

- Provide a site-specific orientation to all workers, and all new workers, addressing the project COVID-19 HSP and site-specific features.
- Except for single-family residential projects with less than six workers, the COVID-19 Supervisor shall be present at all times during construction activities.



- Administer or oversee the beginning of the work shift temperature and symptom screening process.
- Complete a work task analysis prior to start of work identifying COVID-19 related risks associated with work tasks that will be completed as part of the project. An example work task analysis is presented in Appendix H. The work task analysis should also identify “choke points” and “high-risk areas” such as stairs, elevators, etc.
- Perform regular (three or four times per work shift) review of worker adherence to this the job specific work task analysis and this HSP. If an individual’s work practices are found to be deficient, the worker should be retrained. If worker practice deficiencies continue, the individual worker should be removed from the project as provided in the Contractor’s health and safety program.

Contractors should consider third-party health and safety services including but not limited to third-party training, observation, and/or validation of health and safety requirements associated with COVID-19 in the following circumstances.

- Elevated level of employee concern.
- Following identification of a site worker/visitor diagnosed with COVID-19.
- Conducting work tasks or activities characterized as high risk (medical, long-term care, etc.).
- Conducting work tasks that require long duration.

## **7.0 Work Site Exposure Situations**

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Appropriate response to specific conditions will vary based on current guidance or best practices. Following is a summation of current guidance that the Contractor should consider in evaluating likely scenarios:

### **7.1 Employee Self Removal**

Employees who do not believe it is safe to work shall be allowed to remove themselves from the project, allowed full access to emergency benefits for workers during emergency actions, and have no retaliatory actions against them moving forward.

As provided in the Phase 1 Construction Restart COVID-19 Job Site Requirements, “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.”

### **7.2 Employee with Potential COVID-19 Exposure**

If an employee has close contact with an individual, such as a spouse, parent, child, or co-worker, who exhibits COVID-19 symptoms as identified by the CDC, or who has tested positive for COVID-19, they will be restricted from the work site until the individual they were in contact receives a negative test result, the employee receives a negative test result, or the employee is otherwise cleared to return to the worksite.



### 7.3 Employee Exhibits COVID-19 Symptoms

If, prior to start of work, an employee exhibits COVID-19 symptom as identified by the CDC, they will be restricted from the work site. The employee should not return to work until they receive a release from a medical practitioner allowing a return to work. Individuals who may have come into contact with the employee who exhibits symptoms should be notified.

If any employee exhibits symptoms while on the job site they should be immediately directed to isolate from all other employees to an exterior area. The COVID-19 Supervisor or their designated representative should be notified and should complete a Suspected COVID-19 Infection Case form. See Appendix I for an example case reporting form.

The COVID-19 Supervisor should maintain greater than 6-foot separation and direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used. Ensure that both the isolation area and suspected employee's work area is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

### 7.4 Employee Tests Positive for COVID-19

If an employee or subcontractor employee tests positive for COVID-19 they will be restricted from the work site or outside the home activities and should comply with medical practitioner and/or governmental guidance regarding restrictions. The employee should not return to work until they receive a release from a medical practitioner allowing a return to work.

The Company will conduct an investigation to determine whom onsite the infected employee may have had close contact within the prior 14 days (to the best of their abilities) and direct those individuals to self-quarantine for 14 days from date of last known contact with infected employee or until medically cleared by a medical practitioner.

All work activities at the worksite where the infected employee worked shall be stopped, and site tasks should be re-evaluated at an elevated risk level until appropriate remedial action is taken or sufficient time is allowed to pass (typically 3 to 7 calendar days but could be more depending on nature of exposure) to address the elevated concern.

## 8.0 COVID-19 Awareness Training

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It is very important that **ALL** employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19. In addition to training, COVID-19 information should be posted at each work site. See Appendix F for AGC's Toolbox Talks and Appendix J for an awareness training documentation form.





Fulcrum recommends that training be completed through video conferencing or other remote means whenever possible. Any in-person training completed, should be conducted outdoor, when feasible, and provided in conformance with the requirements of this HSP including appropriate social distancing. Meeting attendance will be communicated verbally and the trainer will record each attendee.

**All Employees:** All employees should be trained on the contents of this HSP and all site-specific additions that have been included, on return to work. Specific focus should be made on personal screening, handwashing, social distancing and on the administrative, engineering, and PPE controls that will be used to minimize worker risk associated with COVID-19. Employees required to use PPE must be trained on the following:

- When to use PPE.
- What PPE is necessary.
- How to properly put on, use, and take off PPE.
- How to properly dispose of or disinfect, inspect for damage, and maintain PPE.
- Limitations of PPE

COVID-19 specific toolbox talks ***shall be completed weekly*** until the requirements are withdrawn by the Governor's Office or DOSH.

**Disinfection Training:** Review of work task analysis for each disinfection area (portable toilets, etc.).

If Company staff will be used to disinfect locations and/or materials following identification of a known or potential COVID-19 individual on the work site they should conduct the work under a specific AHA and be re-trained on required PPE, work practices, and documentation by the COVID-19 Supervisor or a third party CIH.

**COVID-19 Supervisor Training:** The COVID-19 Supervisor shall be responsible for the implementation of the COVID-19 Health and Safety Plan and shall be intimately familiar with the plan. The COVID-19 Supervisor shall review the role, responsibilities, and safety requirements of the COVID-19 Health and Safety Plan. Review of the elements of the Risk Matrix and Work Task Analysis, visitor and contractor self-screening, and beginning of work shift temperature and symptoms screening.

**Company Human Resources:** The Company's human resources shall keep abreast of changes in federal and state regulations related to protocols related to employee attendance, screening, isolation, and return to work criteria.

Fulcrum recommends the contents of this COVID-19 General Construction Health and Safety Plan be provided to all workers as part of a COVID-19 specific awareness training. See Appendix J for awareness training documentation.



## 9.0 OSHA Recordkeeping

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If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that

1. Results in a fatality, or
2. Results in the in-patient hospitalization of one or more employee.

"In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

Contractor should refer to OSHA requirements for long-term retention of records related to perspective illness or injuries of workers.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any work site exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Company's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.



## **10.0 Confidentiality/Privacy**

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The Company will comply with requirement under the Americans With Disabilities (ADA) Act and Health Insurance Portability and Accountability Act (HIPAA) and will not knowingly share the results of any employee's COVID-19 testing results. If an employee is reported to have a positive COVID-19 test, the Company will maintain confidence as required by HIPAA.<sup>7</sup>

If a worker or visitor is found to be infected with COVID-19, the Company, in addition to measures described in Section 7.4, should inform all workers and visitors that an unnamed co-worker has been diagnosed with COVID-19 so that employees may take measures to protect their own health.

When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements.

## **11.0 Notification**

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Employers have a general duty to provide a safe work site. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 but should maintain confidentiality as required by ADA. The employer should further evaluate whether the positive employee may have come into contact with other site workers, clients, or similar parties and notify said individuals as outlined in Sections 7.4 and 10.

## **12.0 Limitations**

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Fulcrum Environmental Consulting, Inc.'s has prepared this COVID-19 General Construction Health and Safety Plan based on best practices as known on the date of issuance. It has been prepared and issued as a general guidance to assist our regional construction contractors engaged in support of essential activities.

All contractors are required to have and maintain a Health and Safety Program and all projects should have a site-specific health and safety plan. This document can be used to supplement the contractor's existing site-specific safety and health plan. This document is provided solely as a guideline for contractors and is not to prevent the spread or transmission of SARS-Cov-2, or to prevent a safety violation from being issued by a jurisdictional authority. This is not legal advice. This document has not been prepared for any specific contractor or project and no warranty, expressed or implied, is made.

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<sup>7</sup> <https://www.hhs.gov/sites/default/files/notification-enforcement-discretion-hipaa.pdf>



## **Appendix A**

**National AGC COVID-19 Guidance**

**<https://www.agc.org/coronavirus>**



## **AGC - COVID-19 Checklist for Employers and Employees**

### **Know the Symptoms of COVID-19**

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

### **Employer Responsibilities**

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

### **Employee Responsibilities**

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

### **Cleaning/Disinfecting Job Sites and Other Protective Measures**

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

### **Personal Protective Equipment and Alternate Work Practice Controls**

- Provide and wear the proper PPE.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.



## COVID-19 Prevention and Work Practice Controls

### Worker Responsibilities

- Frequently 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 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath), who have been exposed to a known or suspect infected individual or who are otherwise directed by health care or government personnel should notify their supervisor and stay home – **DO NOT GO TO WORK**.
- Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

### General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet the EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
  - This includes other elements of the jobsite where possible.
  - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should always be worn while on-site. 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. Gloves should not be shared if possible.
  - Eye protection: Eye protection should always be worn while on-site.



## **Appendix B**

### **U.S. Department of Labor Poster**

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20





## **Appendix C**

### **Governor's Proclamations, DOSH Directives, and Regional Guidance**

# DOSH DIRECTIVE

Department of Labor and Industries  
Division of Occupational Safety and Health

*Keeping Washington Safe and Working*

## 1.70

# GENERAL CORONAVIRUS PREVENTION UNDER STAY HOME-STAY HEALTHY ORDER

**Date: April 7, 2020**

### **I. Purpose**

This Directive provides enforcement policy when evaluating workplace implementation of social distancing, sanitation and sick employee practices as required under the [Governor's Proclamation: Stay Home - Stay Healthy Order](#).

Under the Order, people are required to stay home except for essential activities, which include a wide range of economic and social functions necessary to maintain minimum living conditions. Employers who continue operations under the Order are required to maintain coronavirus prevention practices consistent with DOSH, OSHA and Department of Health guidance. Coronavirus is recognized as a very serious workplace hazard.

### **II. Scope and Application**

- A.** DOSH does not enforce the Governor's Order directly. Under existing DOSH rules, employers are required to protect workers from biological hazards and implement programs to address known hazards in the workplace.
- B.** DOSH staff will not determine whether an employer is engaged in essential activity. If there is no clear rationale for the business operating, this may be referred to the Washington State coronavirus.wa.gov page. (See the Governor's site "What's open and closed" at <https://coronavirus.wa.gov/whats-open-and-closed>).
- C.** DOSH staff will limit actions related to infectious disease only when there is an aspect of exposure that is specific to the relationship between employers and workers. DOSH will do so in a manner consistent with public health orders and issued guidance.
- D.** There are extensive recommendations for healthcare workplaces with specific guidance related to infectious disease prevention. Therefore, this Directive will normally not be used in specific healthcare delivery work task settings.

### **III. References**

- Chapter 296-800 WAC, Safety and Health Core Rules
  - WAC 296-800-11045 Protect employees from biological agents
  - WAC 296-800-140, Accident Prevention Program
  - WAC 296-800-22005, Keep your workplace clean.
  - WAC 296-800-23025, Provide convenient and clean washing facilities

- Proclamation by the Governor: Stay Home - Stay Healthy Order
- CDC: Infection Control in Healthcare Personnel
- CDC Coronavirus (COVID-19) Page
- Washington State Coronavirus Response (COVID-19) Page
- OSHA Publication 3990: Guidance on Preparing Workplaces for COVID-19.pdf (English)
- OSHA Publication 3992: Guidance on Preparing Workplaces for COVID-19.pdf (Spanish)
- Washington State Department of Health Recommendations for Temporary Worker Housing Facilities

#### IV. **Background**

Staff shall learn and consider the baseline expectations for employers to provide workers a safe workplace during the coronavirus (COVID-19) virus outbreak. Overt workplace specific practices by the employer must be made to implement the Governor's [Executive Order](#). There are four basic categories of prevention elements that must be addressed during the inspection/investigation. Employers must ensure social distancing practices for employees and control customer flow; ensure frequent and adequate employee handwashing and surface sanitation; and ensure sick employees stay home or go home if ill. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee. DOSH staff will need to be thoughtful on how these four elements are addressed based on the challenges that the specific worksite tasks present, but all four elements must be addressed in each operating workplace.

DOSH Staff shall ensure that employers and employees are made aware that it is against the law for any employer to take any adverse action (such as firing, demotion, or otherwise retaliate) against a worker they suspect for exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health matters, filing a safety and health complaint or participating in a DOSH investigation. DOSH Staff will ensure workers are informed they have 30 days to file their complaint with L&I DOSH and/or with Federal OSHA.

Employers must institute these prevention program elements or equivalent protections to limit the spread of the disease within the workplace under DOSH rules and in connection to the Governor's Order. These procedures are specific to COVID-19 prevention and the related virus. If a workplace has a concern about exposures to another pathogen, Technical Services must be consulted on procedures specific to that pathogen.

##### **A. Basic Program Elements.**

The following **bold program elements are essential** to the program whenever feasible. Employers who can establish work rules consistent with this section are not required to have further active monitoring or ongoing assessment of their workplace.

**1. Educate workers (and customers) about COVID-19 and how to prevent virus spread.**

- a. Post posters/information from the local health department, state Department of Health, Center for Disease Control and Prevention, and other authorities.
- b. Inform workers about the steps being taken in the workplace to establish social distancing, increased handwashing, and to prevent the spread of the virus.

**2. Maintain at least 6 feet of spacing at all times.**

- a. Occupied workstations are separated by 6 feet or have physical barriers
- b. Only infrequent intermittent passing within 6 feet is allowed between employees without wearing respiratory protection.
- c. Materials, produce, or work items are transported between workers by mechanical means or by using staging points.
  - Workers may be along a conveyor or production system carrying product.
  - Workers may go to a central point one-at-a-time to drop off or pick up items that transfer between workers.
  - Workers may have mailboxes, bins, or other surfaces at the periphery of their workspace where materials are left for them by other workers.
  - Provisions should be made to clean objects handled extensively by more than one worker when the items are transferred. Physically wiping the object so it is visibly clean (no obvious soiling, smearing, or streaks) is sufficient.
  - Social distancing is maintained during breaks and at shift start and end, while workers are at the employer's worksite.
  - Meetings with workers are limited in less than 10 and maintain 6 foot spacing of all in attendance.

**3. Regular cleaning of area, frequent cleaning of common-touch surfaces.**

- a. A cleaning schedule must be kept to maintain general housekeeping to prevent buildup of dirt and clutter.
- b. The first step in cleaning is to remove buildups of dirt and other materials on surfaces. Water and soap or other cleaning fluids are used with wipes, clothes, brushes or other physical means of removing these materials so that there is no visible build-up, smears, or streaks on the surface. Disinfecting is the second step and is primarily needed for high touch surfaces. Bleach solutions or an EPA approved disinfectant **must be used** to make sure this is effective. (See the list of approved disinfectants at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).

Surfaces that are commonly touched with the hands but difficult to clean (fabric, rough surfaces, and so forth) may need to be covered to make sure the environment is hygienic.

- c. Cleaning supplies need to be available to workers to do spot cleaning when necessary.
  - d. Surfaces that are regularly touched by workers must be cleaned regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
    - For surfaces touched by multiple workers, this can be on a frequent schedule, or between workers.
    - For surfaces touched by a single worker, this should be done periodically, at least once per shift or when unclean.
4. **Workers must have facilities for frequent handwashing readily available,** including hot and cold (or tepid) running water and soap.
- Staff must pay particular attention to transient outdoor and delivery workers and non-fixed worksites where there are no exceptions being granted. Portable wash stations are readily available.
  - To facilitate more frequent cleaning, secondary handwashing or sanitizing stations can be provided with either hand sanitizer, or wipes/towelettes.
  - Workers must be able to wash their hands after touching any surface/tool suspected of being contaminated, before and after eating and using the restroom, and before touching their face.
5. **Sick Employee and Post- employee illness procedures.**
- DOSH staff will ensure employers have a program to prevent sick employees from entering the workplace and when recognized, that ill employees are sent home.
- a. Ensure a system for preventing sick employees to be present at work.
  - b. Establish a process for deep cleaning after any worker leaves the workplace reporting a suspected or confirmed case of COVID-19.
  - c. Thoroughly clean areas where the worker worked or would have stayed more than 10 minutes.
    - Wipe all accessible surfaces
    - Clean up any visible soiling including any smears or streaks.
    - Sanitize common touch surfaces in the vicinity.
  - d. Do not allow other workers into these areas until the cleaning is complete.

**B. Consider Possible Alternate Strategies.**

Some industries may have challenges with basic elements so one or more of the following alternatives may be used to provide protection for workers.

1. Engineering controls can be established and maintained to provide an effective distancing of employees when it is not feasible to fully separate them.

- a. Barriers must block direct pathways from face to face between individuals, and make it so any indirect air pathways are greater than 6 feet. Sneezes and coughs should not be directed into the air above someone within 6 feet.
  - b. Covers can be used on common touch surfaces that cannot be easily cleaned. The covers may create a cleanable surface, or be something that can be changed out between individuals.
  - c. Ventilation that provides a clean air supply to a worker's breathing zone.
2. Job modifications may be necessary to facilitate appropriate social distancing. Although an operation may be overall part of an essential industry or service, there may be portions of the work which can be deferred until a later time. In some cases, reorganizing the work may be necessary to break up tasks in a manner that facilitates social distancing or other protective measures.
3. Health surveillance can be done to identify early signs of infection, and separate workers who may present a risk to others.
  - a. There will usually be an initial screening and then periodic review (probably daily with COVID-19).
  - b. Initial screening will involve some review of the worker's history that may be relevant to their risk of contracting the disease. This may also include review of the worker's susceptibility to the disease and an education element on the disease and prevention.
  - c. Periodic screening will involve tracking symptoms and ongoing risks for contracting the disease.
  - d. The employer should set up surveillance in consultation with a physician or occupational health nurse and consider having ongoing participation or review by the healthcare professional.
  - e. The employer needs to consult with health professionals and determine whether the program relies on self-reporting by workers or if someone will be actively reviewing worker health on a regular basis.
4. Personal protective equipment may be helpful to prevent transmission of the disease.
5. Face shields can prevent direct exposure to expelled droplets and provide protection from disinfectants.
6. Respirators require care in use and management under a program covered by the Respirator Rule, Chapter 296-842 WAC. Respirators are not normally recommended for social distancing purposes, but may be appropriate where workers must have close proximity to others.
7. Surgical face masks (loose fitting cloth covers over the mouth and nose) do not prevent respiration of fine aerosols and are not protective in close proximity. The primary purpose for these devices are to prevent exposures to others and may have a use when individuals enter the workplace with a cough or sneeze.

### C. Evaluate Special Circumstances.

Two situations where strict social distancing may not be generally feasible are for employer provided housing and businesses with extensive public interaction. The following sections provide additional considerations which are applicable in these situations.

1. Employer provided worker housing is provided by the employer in some circumstances such as agricultural guest workers.
  - a. Workers may have limited control over their environment in some worker housing situations and to the extent that the employer controls conditions, the basic program elements should be maintained as feasible during non-working time.
  - b. Social distancing **must be supported** for occupants during the time workers are housed, which may require additional resources. This includes accommodation of social distancing during cooking, sleeping, and in transportation.
  - c. If strict social distancing is not feasible (including options for dedicated individual or family rooms or offsite accommodations) then health surveillance should be instituted (see above) prior to and during the housing period.
  - d. Housing occupants **must be provided** cleaners and equipment to maintain a hygienic living space.
  - e. **Plans for ill employees must be in place.** If a housing occupant becomes sick:
    - **Employers must provide them with accommodations that are separate from others.**
      - A separate building or room if available, or use barriers or distance to separate them from others.
      - Separate food and bathroom access is also necessary.
    - **Arrangement for medical access.**
      - Telemedicine resources should be utilized first to determine appropriate care.
      - **Provide for transportation**, if necessary in a manner that does not expose others.
      - The employer needs to consult with a physician or public health authority to monitor the situation and provide guidance on treatment and continued housing of all workers.

2. Frequent customer/public interaction may be necessary in some places of employment.
  - a. To the extent feasible, establish social distancing with physical systems.
    - Set up tables that position people away from workers.
    - Place pay stations at a safe distance.
    - Install barriers between people.
    - Place markers and lane dividers to encourage appropriate distancing.
  - b. Have managers or floor leads observing individuals in the workplace and prepared to address behaviors that may put workers at risk.
  - c. Provide supplemental washing facilities to allow additional handwashing when workers handle objects after others, such as:
    - Hand sanitizer stations
    - Wipes or towelettes
    - Tepid water and soap in portable containers.

*NOTE: Gloves may be provided, but also must be washed regularly to prevent the spread of the virus. This may help for workers whose hands are bothered by frequent washing.*

## **V. Enforcement Policy**

Inspection findings will be reviewed on a case by case basis. Conditions related to COVID-19 and the virus are still emerging. Public health recommendations and orders are being regularly revised, and so any compliance action must take into consideration current understanding of the situation and current rules and guides.

### **A. Accident Prevention Programs.**

1. Employers are not expected to have comprehensive COVID-19 prevention programs at this point. In conducting program reviews, DOSH staff must look at all documents used by the employer to communicate with workers to determine their overall program. Where the employer is clearly implementing recommendations of the public health authorities, they do not need additional documentation of their specific program. Where strict social distancing is not implemented, there needs to be clear communication to workers of the employer's prevention expectations.
2. Violations of the sections of WAC 296-800-140, Accident Prevention Program, should be considered where the employer does not communicate workplace specific expectations to workers or is not effective in implementing those expectations.
3. Serious violations should specifically be considered in cases where the employer adopts practices or policies that clearly contradict the goals of coronavirus prevention practices published by DOSH, OSHA or public health recommendations.
4. Accident prevention program violations must follow instructions in the Compliance Manual.



**B. Housekeeping.**

Where a workplace is not being cleaned and kept sanitary per public health guidance, a violation of WAC 296-800-22005, *Keep your workplace clean*, may be considered. A serious classification should be strongly considered.

**C. Handwashing.**

1. There is a requirement for handwashing facilities that applies to all workplaces at all times. A serious and potential willful violation of WAC 296-800-23025, *Provide convenient and clean washing facilities*, will be considered whenever workers do not have basic handwashing facilities available at all or they are grossly inadequate in either number or maintenance.
2. Where employers cannot provide unlimited access to full handwashing facilities at all times, they **must provide alternate means** for frequent hand cleaning. A serious classification should be strongly considered if not adequate to achieve prevention. This is specifically necessary where workers regularly handle or touch objects or surfaces touched by others. Alternate hand cleaning may include:
  - a. Portable wash stations with tepid water and soap.
  - b. Wipes or towelettes with water and soap.
  - c. Hand disinfectant gel.

**D. Exposure to Biological Hazards.**

1. Workplace conditions which have a direct potential for worker exposure to the COVID-19 virus may be cited under WAC 296-800-11045, Protect employees from biological agents. This is the primary WAC code to be used for social distancing practice violations. This may include situations such as ineffective barrier or ventilation systems, or specifically allowing workers to be in close proximity, but where there is no written record of a policy or management decision.
2. Violations of this section are safe place violations in that they must be serious in classification and must follow the Compliance Manual instructions for safe place.

**E. Temporary Farmworker Housing.**


Temporary worker housing in agriculture is covered under Chapter 296-307 WAC, Part L, Temporary Worker Housing and Cherry Harvest Camps. This rule has specific requirements for hygiene facilities and housekeeping. Employers must in general achieve adequate social distancing; frequent handwashing during work; sanitation practices during work; sufficient disinfection supplies in housing; and sick employee practices outlined above. Consult with Technical Services and Compliance Operations on application of these rules when there is a COVID-19 concern.

**VI. Point of Contact**

DOSH staff should contact Compliance Operations if there are questions about applicability of WISHA rules to an infectious disease in the workplace. Technical Services may be contacted with technical questions about workplace practices.

**VII. Review and Expiration**

DOSH will review this Directive, and it will remain effective until superseded or canceled.

Approved: 

Anne F. Soiza, L&I Assistant Director  
Division of Occupational Safety and Health

# Phase 1 Construction Restart

## COVID-19 Job Site Requirements

### **Phase 1: Low Risk**

***Restart existing construction projects with COVID-19 Safety Plans that allow work which only can be performed meeting social distancing requirements. These activities would be able to be performed meeting the requirements of the “COVID-19 Construction Industry Emergency Requirements – Version 4-2-2020” or the “Residential Construction COVID-19 Job Site Requirements” without additional planning.***

**Prior to recommencing work all contractors are required to develop and post at each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan.** The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project wide recovery plan. A copy of the plan must be available on each job site during any construction activities and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions up to and including the job being shut down.

**All Contractors are required to post at each job site written notice to employees, subcontractors and government officials the Phase 1 work that will be performed at that job site and signed commitment to adhere to the requirements listed in this document.**

**All contractors have a general obligation to keep a safe and healthy worksite in accordance with state and federal law.** Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, “each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter.” The Washington State Department of Labor and Industries’ Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education and grants.

**All contractors are also required to comply with the following COVID-19 worksite-specific safety practices,** as outlined in Gov. Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor and Industries General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70: <https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf>) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>:

### **COVID-19 Site Supervisor**

1. 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, except this requirement only applies on single-family residential job sites whenever there are 7 or more people on the site.

### **COVID-19 Safety Training**

2. A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
3. Attendance will be communicated verbally and the trainer will sign in each attendee.
4. COVID-19 safety requirements shall be visibly posted on each jobsite.

### **Social Distancing**

5. Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all times.
6. Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.
7. Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.
8. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.
9. To the extent practical allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the job then at a minimum all trades and subcontractors must maintain social distancing policies in accordance with this guidance.

### **Personal Protective Equipment (PPE) – Employer Provided**

10. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.
11. 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.
12. Eye protection must be worn at all times by every employee while on worksite.

13. Gloves must be worn at all times by every employee while on worksite. 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.
14. If appropriate PPE cannot be provided, the worksite must be shut down.

### **Sanitation and Cleanliness**

15. Soap 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.
16. 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.
17. 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).
18. Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.
19. 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.
20. When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.
21. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

### **Employee Health/Symptoms**

22. Create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
23. Have employees inform their supervisors if they have sick family member at home with COVID-19.
24. Ask workers to self-identify symptoms of fever, coughing, or shortness of breath each day, before the shift, mid-shift, and at home. If thermometers are used on the job, they shall be 'no touch' or 'no contact.'

25. 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, as recommended by the CDC.
26. Failure of employees to comply will result in employees being sent home during the emergency actions.
27. 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.
28. 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.
29. 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](#).

#### **Job Site Visitors**

30. A daily attendance log of all workers and visitors must be kept and retained for at least four weeks.

**Failure to comply with these requirements, or to provide the materials, schedules and equipment required to comply, will result in shutting down operations on the worksite until the contractor can meet and maintain all requirements.**

All contractors shall post on each job site written compliance with these requirements prior to performing any work. Under the authority of the Washington Industrial Safety and Health Act (WISHA), L&I's Division of Occupational Safety and Health (DOSH) will enforce these COVID-19 jobsite safety and health requirements. Complaints may be submitted to the L&I Call Center (1-800-423-7233) or via e-mail to Linda Adame at [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).

These Phase 1 COVID-19 job site safety practices are required as long as the "Stay Home, Stay Healthy" Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state or local regulatory agency.

JAY INSLEE  
Governor



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • [www.governor.wa.gov](http://www.governor.wa.gov)

TO: Interested Stakeholders

FROM: Governor Jay Inslee

A handwritten signature in black ink, appearing to read "Jay Inslee".

DATE: April 24, 2020

SUBJECT: Implementation of Phase 1 Construction Restart – Proclamation 20-25

As an addendum to Proclamation 20-25, this memorandum serves as the criteria for a limited Phase 1 Construction Restart.

After working with representatives from the Construction Roundtable, we have developed the comprehensive [Phase 1 Construction Restart COVID-19 Job Site Requirements](#). These requirements apply to all construction activities in Washington as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

This memorandum rescinds previous guidance related to construction from the essential business list and allows for all activities meeting a low-risk threshold of six foot distancing to operate.

In limited circumstances where six foot distancing requirements cannot be maintained on construction projects previously authorized under Proclamation 20-25, a hazard assessment and control plan must be implemented identifying appropriate PPE use in accordance with Department of Labor & Industries requirements (<https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>). No newly authorized projects are permitted to break social distancing standards during phase 1.

**No jobsite may operate until the contractor can meet and maintain all requirements, including providing materials, schedules and equipment required to comply. Currently operating projects must be in compliance by no later than Friday, May 1.**

- **All items minus numbers 28 and 30 are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH). Workplace safety and health complaints** may be submitted to the L&I Call Center: (1-800-423-7233) or via e-mail to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).
- **General questions about how to comply with construction safety practices** can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- **All other violations related to Proclamation 20-25** can be submitted at <https://bit.ly/covid-compliance>.



## **Appendix D**

### **Example Job Site Signage**





# This Portable Toilet is Regularly Disinfected

**If the portable toilet isn't clean notify  
the COVID-19 Supervisor**

# Hand Washing Instructions



Wet hands with water  
and enough soap  
to cover all surfaces



Rub hands palm  
to palm, also with  
fingers interlaced  
for 20 seconds, back of  
hands, and nail beds



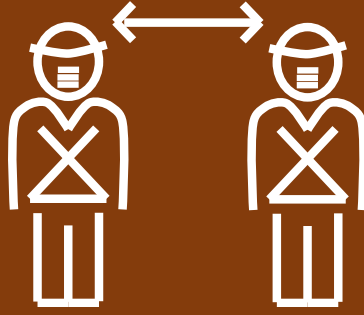
Rinse hands  
with running  
water



Dry your hands  
thoroughly with  
a single use towel

**Remember we are all in this together**





# Maintain 6-feet of Distance

**Keep a safe distance from your co-workers, visitors, and the public**

# **This Site is Operating Under a COVID-19 Health and Safety Plan**

**Contact the COVID-19 Supervisor at  
(     )     -     to be signed in.**



# **Cloth Face Coverings are Required**

**All workers & visitors are required to use cloth face coverings. Contact the COVID-19 Supervisor if you do not have a covering.**

# Construction PPE is Required



Safety glasses  
are Required



Hard Hats  
are Required



Wear gloves when  
handling tools,  
equipment, or supplies



Safety Vests or  
Shirts Required

**Authorized personnel only.  
PPE required beyond this point.**

# PHASE I CONSTRUCTION PROJECT

In accordance with Washington State's *Stay Home, Stay Safe* Gubernatorial Proclamation 20-25, this project has been restarted under Phase I.

This jobsite will adhere to the Phase 1 **COVID-19 Jobsite Safety Practices** document.

**ALL WHO ENTER TO PERFORM  
WORK SHALL AGREE TO  
ADHERE TO THESE GUIDELINES.**

The COVID-19 site supervisor is

\_\_\_\_\_

and can be reached at

(       ) \_\_\_\_\_ .



**AGC**

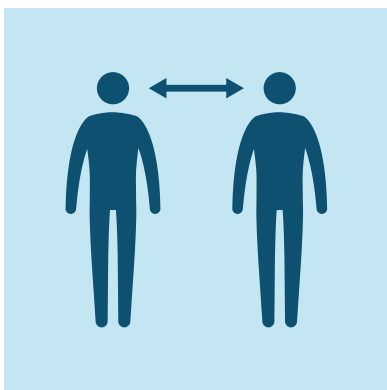
INLAND NORTHWEST CHAPTER  
THE CONSTRUCTION ASSOCIATION

For the latest information and resources, visit our website at

[www.nwagc.org](http://www.nwagc.org)

# Jobsite Safety Guidelines

## Jobsite Best Practices:



### Stay Safe - Stay Apart

Maintain a 6ft distance from other workers unless it would create an imminent safety hazard



### Stay Home If You Are Sick

Do not come to work if you are displaying COVID-19 symptoms or have been in contact with someone who has COVID-19



### Wash Your Hands Frequently

Wash hands for at least 20 sec. regularly throughout the day.



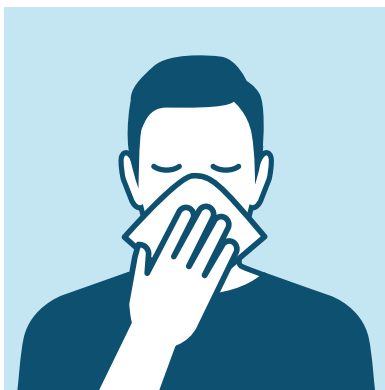
### Wear Proper PPE

Including a cloth face covering, gloves and eye protection on an active jobsite.



### Clean Surfaces Frequently

High touch areas should be cleaned multiple times a day. Avoid sharing tools and equipment.



### Cover Your Cough

Cover you cough and sneezes with a tissue and avoid touching your face.

## Employer Responsibilities

- 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 daily attendance log of all workers and visitors must be kept and retained for at least four weeks.
- Check health and temperature of each worker and visitor coming on the jobsite.
- Send home anyone who shows signs of being sick (fever, cough, shortness of breath).
- Ensure workers maintain 6-ft distancing unless it would create an imminent safety hazard.
- Provide training, at least weekly, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.
- Provide handwashing stations with soap and running water. When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f).
- 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.
- Ask workers to self-identify symptoms of fever, coughing, or shortness of breath each day, before the shift, mid-shift, and at home.

Under the authority of the Washington Industrial Safety and Health Act (WISHA), L&I's Division of Occupational Safety and Health (DOSH) will enforce these COVID-19 jobsite safety and health requirements. Complaints may be submitted to the L&I Call Center (1-800-423-7233) or via e-mail to Linda Adame at [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).

### Designated Site Supervisor

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_



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## **Appendix E**

### **Use & Care of Cloth Face Coverings**



## USE & CARE OF CLOTH FACE COVERINGS

As you know, CDC recently issued guidance suggesting that cloth face coverings be used when in close proximity to others. Recent contractor guidance by the State of Washington Governor's task force also adopted the use of cloth face coverings for workers. Consistent with these guidance and industry policies, the Company will provide cloth face coverings to all staff members that wish to use them or where projects require use.

**Cloth face coverings are not a replacement for respirators required when working with silica, asbestos, chemicals, solvents, or other hazards.**

**General Use** – As general cloth face covering guidance:

1. The cloth face coverings are intended for use by a single person. Please do not share or trade.
2. You should keep your cloth face covering in a sealed Ziplock-type bag labeled with your name.
3. Wash your hands with soap and water (or hand sanitizer) before donning the cloth face covering.
4. Once you don the cloth face covering, maintain the same cloth face covering orientation throughout the day or work task. Do not turn them around and turn them inside-out.
5. Do not spray disinfectant or any chemical on the cloth face coverings immediately before using.

**Cloth Face Coverings Get Dirty** – Remember that when you don and doff cloth face coverings, contaminants will be present on both the inside and outside of the cloth face coverings, your breath/droplets on the inside and dust/debris and the saliva from others on the outside.

1. To minimize potential cross contamination when temporarily doffing, keep the portion that will be next to your face folded inward (fold in half), and carefully place the cloth face coverings by itself in a Ziplock-type bag.
2. When temporarily storing the bag with the cloth face coverings, place it in an area where it will be relatively undisturbed so that contaminants clinging to the cloth face coverings will not become dislodged.
3. When donning the cloth face coverings, carefully remove the cloth face coverings from the plastic bag, keeping the cloth face coverings folded until just before donning to minimize the potential for cross contamination.

**Laundering & Cleaning** – It is your responsibility to launder the cloth face coverings to keep them clean.

1. The cloth face coverings can be sanitized by washing them in hot water and drying them on a heat setting in the dryer.
2. Again, keep your hands clean before removing the cloth face coverings from the dryer, wash your hands with soap and running water. If running water is not available, hand sanitizer may be substituted. Both soap and water, and hand sanitizer must be in contact with your skin for at least 20 seconds.
3. Remove the cloth face coverings from the dryer and fold in half with the portion that will be next to your face inward.
4. Place each clean cloth face coverings in a separate new Ziplock-type bag for storage until use.

If your work required gloves, make sure to avoid touching the inside of the cloth face coverings when handling and removing. Clean hand should be used when doing the coverings.



## **Appendix F**

### **AGC Toolbox Talks**

# COVID-19 TOOLBOX TALK #1

Stop the Spread – Protecting Yourself and Others

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## What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It is a newly discovered coronavirus and it is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

## How does COVID-19 spread?

COVID-19 is thought to spread mainly from person to person. This can happen between people who are in close contact with one another (within about 6 feet). Droplets that are produced when an infected person coughs, sneezes, or talks may land in the mouths or noses of people who are nearby, or possibly be inhaled into their lungs. COVID-19 can also spread from contact with infected surfaces or objects when a person touches a surface or object that has the virus on it and then touches their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, and/or shortness of breath. Symptoms usually appear 2-14 days after exposure.

## Who is at higher risk for severe illness from COVID-19?

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low. Older adults<sup>1</sup> and people of any age who have serious underlying medical conditions<sup>2</sup> might be at higher risk for severe illness from COVID-19.

## How can I protect myself and others?

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus.

- Stay home when you are sick.
- Practice proper social distancing. Limit in-person gatherings to 10 or less people and keep a minimum of 6 feet distance between persons.
- Wear cloth face coverings in settings where other social distancing measures are difficult to maintain. Cloth face coverings should be made according to CDC guidelines.<sup>3</sup> **Cloth face coverings are NOT a substitute for social distancing.**
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- In the absence of soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue or elbow; throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces, including tools, PPE and other equipment.

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<sup>1</sup> People 65 years and older, and people who live in a nursing home or long-term care facility

<sup>2</sup> For example, people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with diabetes; people with chronic kidney disease undergoing dialysis; and people with liver disease.

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

# COVID-19 TOOLBOX TALK #2

## Keeping Construction Jobsites Safe During the COVID-19 Pandemic

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Protecting yourself from the spread of COVID-19 is just as important on the jobsite as it is at home. Due to the highly contagious nature of the virus, it's important that everyone on the jobsite does their/our part to ensure that we are protecting ourselves, our co-workers and in turn, our families and the general public. Preventing the spread of COVID-19 starts before we all reach the jobsite and throughout our time on the jobsite.

### How can we work together to keep our jobsite safe?

- Stay home if you are sick. If you are experiencing any of the following symptoms – fever, coughing or shortness of breath – seek medical attention and notify your supervisor or manager.
- If you experience any of the following symptoms – fever, coughing or shortness of breath – while on the jobsite, notify your supervisor or manager. You will be asked to leave the jobsite and seek medical attention.
- Cover sneezes and coughs with a tissue or your elbow; throw tissue in trash after use.
- Frequently wash your hands with soap and water for twenty (20) seconds. If running water is unavailable, use an alcohol-based hand sanitizer and/or wipes with at least 60% alcohol content.
- Clean and disinfect break/lunch areas, shared hand and power tools and machinery and equipment controls after use.
- Frequently clean and disinfect jobsite trailers and any other high touch surfaces (i.e. doorknobs and handles, push plates, keyboards, etc.).
- Practice social distancing. Avoid standing or working within 6 feet of anyone on the jobsite, if possible.
- Wear cloth face coverings in settings where other social distancing measures are difficult to maintain, such as tasks that require close contact with others. Cloth face coverings should be made according to CDC guidelines.<sup>1</sup> **Cloth face coverings are NOT a substitute for social distancing.**
- Conduct meetings in small groups, ten (10) people or less, and outdoors, if possible.
- Stagger breaks and lunches, if possible or necessary, to limit the size of any group at any one time to ten (10) people or less.
- Don't use common sources of drinking water or share cups or bottles.
- Minimize ridesharing. But, if you do have to share a vehicle, ensure adequate ventilation and properly clean and disinfect high touch surfaces on the interior after transport.
- Let us know if our COVID-19 policies are not being implemented and/or enforced. But, also let us know if, and how, the policy can be improved.

By following these tips, we ALL can help prevent the spread of COVID-19 and continue to work safely which will benefit you, your co-workers, family and the general public.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

# COVID-19 TOOLBOX TALK #3

## Stress & Coping with COVID-19

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The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger.

Everyone reacts differently to stressful situations. How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in.

### Stress during an infectious disease outbreak can include

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Increased use of alcohol, tobacco, or other drugs

### Things you can do to support yourself

- **Avoid too much exposure to news.** Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- **Take care of your body.** Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- **Make time to unwind.** Try to do some other activities you enjoy.
- **Connect with others.** Talk with people you trust about your concerns and how you are feeling.

### Things you can do to support your child

- **Talk and answer questions.** Take time to talk with your child or teen about the COVID-19 outbreak. Answer questions and share facts about COVID-19 in a way that your child or teen can understand.
- **Reassure your child or teen.** Let them know it is ok if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- **Limit exposure to news coverage of the event, including social media.** Children may misinterpret what they hear and can be frightened about something they do not understand.
- **Try to keep up with regular routines.** If schools are closed, create a schedule for learning activities and relaxing or fun activities.
- **Be a role model.** Take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members.

### Do you need help or know someone who does?

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others call:

- 911
- Disaster Distress Helpline: 1-800-985-5990, TTY 1-800-846-8517, Or text TalkWithUs to 66746
- National Domestic Violence Hotline: 1-800-799-7233, TTY 1-800-787-3224



## **Appendix G**

### **Example Visitor Log**

**Project:**\_\_\_\_\_ **COVID-19 Supervisor:**\_\_\_\_\_ **Date:**\_\_\_\_\_

Name	Company	Phone	Purpose of Visit	Area(s) of Work	Time In	Time Out





## **Appendix H**

### **Work Task Analysis Forms**

## Work Task Analysis - COVID-19 Risk

Work Site/Project: Boone Renovation		Overall Site/Project Risk Assessment Code		L	
Project Location: Spokane, WA		Risk Assessment Matrix			
Project Number: 19-20001		Task Risk Level	Duration		
Date Prepared: 4/5/2020			Long	Moderate	Short
Prepared By: T. Trent, CIH		Very High	E	E	E
Reviewed By: R. Mathews, CIH, CSP		High	H	H	M
<p>Notes:</p> <p>Renovation of 3,000 SF commercial building, no occupants on site. Necessary to support essential services. No tenants or other workers on site. No reports of COVID-19 positive occupants or site-specific risks. Small crew will generally be able to maintain social distancing. Asbestos and lead inspections to be completed prior to start. Site specific COVID-19 HSP not anticipated to be required based on best current information and apparent risk level.</p> <p>Reviewed and approved by Corp. Safety Officer - PW</p>		Moderate	M	M	L
		Low	L	L	L
		Long – Full Shift		<b>Risk Assessment Codes</b>  Extremely High-Risk tasks should not be conducted High Risk - conducted only under 3 <sup>rd</sup> party oversight Moderate Risk – 3 <sup>rd</sup> party review of WTA should be considered Low Risk can be performed in accordance with the General HSP	
		Moderate – Less than 4 hours			
		Short – Less than 1 hour			
		<b>Task Risk level</b>			
		Very High – Work activities within 6-feet of COVID-19 patient		Extremely High-Risk tasks should not be conducted	
		High – Work activities in facility with high risk population or COVID-19 patients		High Risk - conducted only under 3 <sup>rd</sup> party oversight	
		Medium – Work tasks that cannot meet social distancing or requiring contact with public		Moderate Risk – 3 <sup>rd</sup> party review of WTA should be considered	
		Low – Work that can be completed with social distancing and similar control actions		Low Risk can be performed in accordance with the General HSP	
Work Task Description: Daily Cleaning of Portable Toilets	<b>Hazard Assessment</b>	<b>Yes</b>	<b>No</b>	Engineering Controls: Apply spray disinfectant to interior high touch surfaces prior to entry.	
	Work within 6 ft of other workers?	X	X		
	Interactions with public?		X	Administrative Controls: Awareness training for workers, hand wash before donning disposable gloves and immediately after task. No touching face during task.	
	Risk of contact with high risk surfaces?	X			
	High risk population proximal to work?		X	PPE: Minimum required - Safety glasses, long sleeves, double	

	Other task specific Covid-19 hazards?		X	layer disposable gloves. Respiratory protection, goggles, face shield or over the elbow gloves are not required but available upon request.
	Task Risk Level	M		
Work Task Description: Manual Interior Demolition	Hazard Assessment	Yes	No	Engineering Controls: None required, will open doors and windows to ventilate and will place additional fans blowing from workers towards exterior to increase ventilation. Will place two HEPA filtered negative air machines in the work area to act as air scrubbers.
	Work within 6 ft of other workers?		X	
	Interactions with public?		X	Administrative Controls: Awareness training for all site workers, site access restricted to same six workers throughout. Delivery's to be left at gate. Daily tool box safety meeting will be by cell phone and will include COVID-19 review.
	Risk of contact with high risk surfaces?		X	
	High risk population proximal to work?		X	PPE: None required specific to COVID-19. Crew will be issued ½-face HEPA filtered respirators for protection from nuisance dust. Hard hats, safety glasses, steel toed boots and high visibility garments required at all times.
	Other task specific Covid-19 hazards?		X	
	Task Risk Level	L		
Work Task Description: Receipt of deliveries	Hazard Assessment	Yes	No	Engineering Controls: None required.
	Work within 6 ft of other workers?		X	
	Interactions with public?		X	Administrative Controls: Drivers will be asked to remain in vehicles when possible and to otherwise maintain a minimum of 6-feet separation from site workers. Deliveries to be left at gate when possible.
	Risk of contact with high risk surfaces?		X	
	High risk population proximal to work?		X	PPE: For small packages that will have been handled by hand, receiving party will wear disposable gloves and use a disinfectant wipe to either clean exterior of package or to open package and then dispose of box/package.
	Other task specific Covid-19 hazards?		X	
	Task Risk Level	L		

## Work Task Analysis - COVID-19 Risk

Work Site/Project:		Overall Site/Project Risk Assessment Code					
Project Location:		Risk Assessment Matrix					
Project Number:		Task Risk Level	Duration				
Date Prepared:			Long	Moderate	Short		
Prepared By:		Very High	E	E	E		
Reviewed By:		High	H	H	M		
Notes:		Moderate	M	M	L		
		Low	L	L	L		
		Long = Full Shift Moderate – Less than 4 hours Short – Less than 1 hour		Risk Assessment Codes			
		Task Risk level					
		Very High – Work activities within 6-feet of COVID-19 patient		Extremely High-Risk tasks should not be conducted			
		High – Work activities in facility with high risk population or COVID-19 patients		High Risk - conducted only under 3 <sup>rd</sup> party oversight			
		Medium – Work tasks that cannot meet social distancing or requiring contact with public		Moderate Risk – 3 <sup>rd</sup> party review of WTA should be considered			
		Low – Work that can be completed with social distancing and similar control actions		Low Risk can be performed in accordance with the General HSP			
		Work Task Description:		Hazard Assessment		Yes	No
		Work within 6 ft of other workers?					
		Interactions with public?				Administrative Controls:	
		Risk of contact with high risk surfaces?					
		High risk population proximal to work?				PPE:	
		Other task specific Covid-19 hazards?					
		Task Risk Level					

Work Task Description:	Hazard Assessment	Yes	No	Engineering Controls:
	Work within 6 ft of other workers?			Administrative Controls:
	Interactions with public?			
	Risk of contact with high risk surfaces?			PPE:
	High risk population proximal to work?			
	Other task specific Covid-19 hazards?			
	Task Risk Level			
Work Task Description:	Hazard Assessment	Yes	No	Engineering Controls:
	Work within 6 ft of other workers?			Administrative Controls:
	Interactions with public?			
	Risk of contact with high risk surfaces?			PPE:
	High risk population proximal to work?			
	Other task specific Covid-19 hazards?			
	Task Risk Level			



## **Appendix I**

### **Suspected COVID-19 Infection Case Reporting Form**



## Suspected COVID-19 Infection Case Reporting Form

Report for employees/visitors presenting symptoms at work

Individual: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Employee      Contractor: \_\_\_\_\_  
☐ Visitor      Representing: \_\_\_\_\_  
☐ Other      Role: \_\_\_\_\_

Job Site: \_\_\_\_\_ Position: \_\_\_\_\_

Location of Isolation: \_\_\_\_\_

Address: \_\_\_\_\_

Symptoms reported or observed:

- ☐ Temperature >38°C (100.40F) or higher
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Running nose
- ☐ Sneezing
- ☐ Muscle Pain
- ☐ Tiredness

Time of fever on-set: \_\_\_\_\_ Time of isolation: \_\_\_\_\_

Where referred to: \_\_\_\_\_

Notes: \_\_\_\_\_

### Details of Reporter

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Employer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



## **Appendix J**

### **COVID-19 Awareness Training**



## COVID-19 Awareness Training

I have received awareness level training regarding the above General Construction COVID-19 Health and Safety Plan. I am aware of the risks associated with potential SARS-CoV-2 exposure, the potential development of COVID-19, and the engineering, administrative, personal protective equipment, and site controls available to protect me from exposure.

By listing my name below, my supervisor or the trainer affirms that I have received training as described above.

<b>Name (print)</b>	<b>Date</b>	<b>Company</b>	<b>Trainer's Initials</b>
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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

