



# COVID-19 Job Site Safety Practices

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## *On-site Checklist*

*The OHBA recommends contractors review the checklist daily.*

- Worker Personal Responsibilities & Daily Reminders**
  - Social Distancing**
  - General Job Site/ Office Practices**
  - Personal Protective Equipment (PPE)**
  - Sanitation and Cleanliness**
  - Job Site Visitors**
  - Workers Entering Occupied Buildings & Homes if Allowed by General Contractor**
  - Working with your Local Building Department**
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### Worker Personal Responsibilities & Daily Reminders

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- Know how it spreads.
  - There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). **The best way to prevent illness is to avoid being exposed to this virus.**
  - The virus is thought to spread mainly from person-to-person and through respiratory droplets produced when an infected person coughs or sneezes.
  - You must maintain at least six feet distance and take all other allowed measures to reduce the spread.
  
- Take Steps to Protect Others
  - If employees have symptoms, they must not come to work until free of symptoms for at least 72 hours or as recommended by the CDC.
  - Cover coughs and sneezes – throw used tissues in the trash.
  - Clean and disinfect frequently touched surfaces daily. Door handles, flat surfaces, tables, access panels, tools and saws.
  - Employees must wash hands often with soap and water for at least 20 seconds.
  - If soap and water are not readily available, use a hand sanitizer containing at least 60% alcohol. Let it dry as instructed by the manufacturer.
  - Remind employees to avoid touching your eyes, nose, and mouth with unwashed hands.
  - Avoid close contact with people who are sick.

### Social Distancing

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- Be a leader, be smart, and stay six feet apart! Employers should consider designating an on-site safety supervisor to ensure safe social distances are maintained.
  - Work in occupied areas should be limited to only those tasks that are strictly necessary.
    - Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).
    - When possible, limit out-of-office meetings and replace them with phone or online meetings.
    - Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time to less than 10 people.

# COVID-19 JOB SITE SAFETY PRACTICES

## On-site Checklist

- Subcontractor foremen and project managers should communicate with their general contractors about prohibiting large gatherings (currently no more than 10 people) on the job site, such as the all-hands meeting and all-hands lunches.

## General Job Site/ Office Practices

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- Employers should reference the CDC's Interim Guidance for Businesses and Employers. Employers should check CDC recommendations frequently and update JHAs and safety plans accordingly.
- Employers should consider designating a representative to monitor for signs of illness in the workplace, and if someone is showing symptoms, ask them to leave. They should NOT be allowed to enter any occupied area before leaving.
- Employers should consider designating a representative to take employees' temperatures with a digital forehead thermometer that is disinfected appropriately between applications. Note that some people with COVID-19 may not have a fever, so this should not be the only means of detection.
  - If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans With Disabilities Act (ADA). Ask the affected employee to identify those other employees whom he/she came into contact with before the employee departs. Employees who worked in close proximity (3- to 6-feet) to a coworker with confirmed COVID-19 should also be sent home and referred to CDC guidance for how to conduct a risk assessment.
- Attendance at safety meetings should be communicated verbally and the foreman/superintendent will sign in each attendee. Contractors should not pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.
- iPad and mobile device use should be limited to a single user.
- Clean work areas periodically, at least once daily as a general practice.

# COVID-19 JOB SITE SAFETY PRACTICES

## On-site Checklist

### Personal Protective Equipment (PPE)

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- Gloves:** Gloves should be worn at all times 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.
- Eye protection:** Eye protection should be worn at all times while on site.
  - The CDC is currently not recommending that healthy people wear face masks. Information is changing daily, please check CDC guidelines often.

### Sanitation and Cleanliness

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- Promote frequent and thorough hand washing with soap and running water for at least 20 seconds.
  - Employers should also provide hand sanitizer when hand washing facilities are not available.
- All workers should wash hands often, especially before eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing. Workers should refrain from touching their face.
- All sites should have hand washing stations readily available to all workers on site. If you have a large site, get a hand washing station from your portable job site toilet provider.
  - Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities. Follow sanitizer instructions.
- All workers should wash hands before and after entering any unit, as well as regularly and periodically throughout the day.
  - Some job sites may have access to hot water for hand washing. If this is an option, please get permission from the facility owner to use their sink and disinfect frequently.
  - If on a remote project, fill an Igloo-type water cooler with water (hot water, if available) and label “hand washing only.” This is a good option for vehicles as well.

# COVID-19 JOB SITE SAFETY PRACTICES

## On-site Checklist

- Subcontractor foremen and project managers shall communicate with their general contractor as to what steps the general contractor is taking to provide adequate sanitary/handwashing facilities on the project.
- Disinfect frequently touched surfaces within the workplace multiple times each day.
  - Disinfectant wipes should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks, access panels, tools, saws) that are commonly touched periodically each day.
  - Portable job site toilets should be cleaned by the leasing company at least twice per week (disinfected on the inside). Double check that hand sanitizer dispensers are filled—if not, fill them. Frequently touched items (i.e., door pulls and toilet seats) should be disinfected frequently, ideally after each use.
- Job site offices/trailers and break/lunchrooms must be cleaned at least twice per day.
  - Employees performing cleaning will be issued proper PPE, such as nitrile gloves and eye or face protection as needed.
- Maintain Safety Data Sheets of all disinfectants on site.
- Provide tissues and encourage employees to cover their noses and mouths with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing.
- Any trash from the trailers or the job site should be changed frequently by someone wearing gloves. After changing the trash, the employee should throw the gloves away and wash their hands.

## Job Site Visitors

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- Restrict the number of visitors to the job site, including the trailer or office.
- Screen all visitors in advance. If the visitor can answer “yes” to any of the following questions (without identifying which question applies), the visitor will not be permitted to access the facility.
  - Have you been asked to self-quarantine since December 2019?
  - Have you been in close contact with any person(s) who has been asked to self-quarantine since December 2019?
  - Have you experienced a recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?

# COVID-19 JOB SITE SAFETY PRACTICES

## *On-site Checklist*

- Have you traveled outside of North America in the past 14 days?
- Have you been in close contact with any person(s) who have traveled outside of North America in the last 14 days?
- Have you been in close contact with any person(s) who has been diagnosed with COVID-19?

## **Workers Entering Occupied Buildings & Homes if Allowed by General Contractor**

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- Require the customer to clean and sanitize the work area prior to the workers' arrival on site.
- Technicians should sanitize the work areas themselves upon arrival, throughout the workday, and immediately before departure.
- Require customers to keep household pets away from work area.
- Ask that occupants keep a personal distance of 10 feet at minimum.
- Do not accept payments on site (no cash or checks exchanged). Require electronic payments over the phone or online.
- Workers should wash hands immediately before starting and after completing the work.

## **Working with your Local Building Department**

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- Generals should do a pre-walk before any called site inspection to ensure work is ready and site can be visited safely.
- Inspectors must be afforded safe social distances including from workers and vendors if on site and from any individual that engages the inspector about an observation.
  - Inspector may request a vacant job site. It is recommended to work with these requests during the crisis.
  - Inspection areas or rooms may need to be cleaned, including door handles, access panels, etc. to aid the process.

# COVID-19 JOB SITE SAFETY PRACTICES

## On-site Checklist

- Cell phone numbers and email addresses should be provided to aid the inspection and the inspection schedule.
- Accommodate any pictures or electronic information sharing – pictures may be necessary. FaceTime, or other video recording or live platforms should be ready. New state rules allow for pictures, drones, and other processes to aid the inspection. Check with your inspector first.
- Inspectors may not enter homes or other occupied areas. Please check in advance with your local inspector for the use of electronic inspection/pictures for occupied areas.
- Post safety information and have this signed copy at your site.
- Understand your responsibilities, educate, communicate, and assign an individual to maintain your job sites. Your actions will determine our safety protocol success. Failure to follow these protocols may result in discontinued service by your inspector or shutdown of your site.

I have read and acknowledge the above checklist as a guideline for safe job site practices.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**License Number:**

**SRA#1781 - 1 Credit  
PROVIDER#2014RCE0003**

*While the OHBA cannot ensure nor are we providing legal counsel as to whether the above practices, including the model job site safety guidelines also referenced herein, will ensure compliance with the Governor's order, we believe the steps outlined follow the spirit and intent of the order. We encourage you to read the order, review the specific social distancing practices specified in the work environment requirements to ensure you and your company are implementing as fully as possible.*

