

Sample COVID-19 Prevention and Response Plan

[Name of Employer] (hereinafter “Company”) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Prevention and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all of our jobsites.

This Plan is based on information available from the CDC, the NYS Department of Health and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, NYSDOH, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

1. Employer Responsibilities

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees. It shall be the responsibility of the Company to:

- Ensure that safety meetings (toolbox talks) are conducted by phone if possible. If that is not possible employees will be instructed to maintain 6-feet between each other. The foreman/supervisor shall track attendance verbally rather than having employees sign an attendance sheet.
- Ensure that access to the job site and work trailer will be limited to only those necessary for the work.
- Ensure that all visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Provide hand washing stations and/or hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide appropriate PPE (face coverings, gloves and eye protection) to all employees.
- Provide appropriate PPE to any employees assigned cleaning/disinfecting tasks.

2. Employee Responsibilities

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to prevent the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social

distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below.

- Sick employees are not to report to work.
- Any employee exhibiting any of the symptoms below, must report such symptoms to a supervisor (via phone, texting, or email) immediately, and head home from the job site or stay home if already there. Employees that show signs or complain about such symptoms shall be directed to leave the project site immediately. COVID-19 typical symptoms:
 - Fever
 - Cough
 - Shortness of Breath or difficulty breathing
 - Sore Throat
 - New loss of taste or smell

Prior to starting a shift, each employee will self-certify that they:

- Have no signs of a fever or a measured temperature greater than 100.3 degrees.
- Had no cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19, or coming in direct contact with secretions (e.g., being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Any employee that exhibits symptoms, answers yes to any items on the daily questionnaire, or who are unable to certify they do not have an elevated temperature, shall be directed to leave the work site. If warranted, such employee(s) must seek medical attention and receive applicable testing per their health care provider. Such employee(s) are not to return to the work site until cleared by a medical professional if the health care provider determines they may be or have been infected with COVID-19. CDC and NYSDOH guidelines must be followed accordingly.

3. General site procedures

- For applicable projects, employees arriving on site are to utilize designated entry points established for the project. Designated entry points shall be utilized to eliminate or limit employees from interacting with non-construction personnel.
- Employees must avoid physical contact with others and shall direct others (coworkers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All persons on site must wash their hands upon entering the worksite and periodically over the course of their shift with soap and water or shall use an alcohol-based hand sanitizer comprised of least 60% ethanol or 70% isopropanol.
- Each jobsite shall develop cleaning and disinfection procedures following CDC guidelines.
- A “No Congregation” policy is in effect on all construction jobsites. All employees must adhere to social distancing protocols by maintaining a minimum distance of 6 feet from other individuals. If a construction activity must be performed and it is infeasible to perform that operation while maintaining social distancing, employees shall be provided with the appropriate PPE as defined by OSHA and the CDC.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Safety meetings shall be by telephone, if possible. If safety meetings are conducted in-person, groups may not total more than 10 people and participants must remain at least six (6) feet apart.
- All employees shall wear a face covering where social distancing cannot be consistently maintained.
- 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 should be worn at all times while on-site.

- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use.
- All employees are strongly encouraged to maintain appropriate social distancing when traveling to work or returning home from work. Employees that utilize company vehicles are not to share their vehicle with others to get to and from work. If a construction activity requires more than one employee to occupy the vehicle, appropriate PPE must be worn.
- When entering a machine or vehicle, door handles, steering wheel, etc. are to be cleaned and disinfected.
- All high contact surfaces, including but not limited to, meeting areas, door handles, handrails, personnel hoists, elevators, laptops, tools, bathrooms/porta-potties, etc. shall be cleaned and disinfected at least twice daily.
- Personnel hoists and elevators shall only be used at 50% capacity and employees must be provided with appropriate PPE.
- Employees should avoid touching eyes, nose, and mouth with your hands.
- All employees must clean up after themselves. No person shall be responsible for moving, unpacking and packing up tools or other personal belongings of another individual.

4. Jobsite Cleaning & Disinfecting

The Company has instituted 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.

- Jobsite trailers and break/lunchroom areas will be cleaned at least twice per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned at least twice per day and disinfected on the inside. The Company will ensure that hand sanitizer dispensers are always filled.

- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- The Company will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

COVID-19 Project Safety Checklist

Date: _____ Project Name: _____

Y / N

- 1. Are daily Toolbox Talks addressing COVID-19 safety measures with all workers before each shift?
- 2. Are COVID-19 Safety Posters & Exposure Protocols posted at the job site?
- 3. Is recordkeeping current for COVID-19 related issues?
- 4. Have any workers exhibited COVID-19 symptoms?
 - a. Fever
 - b. Shortness of Breath
 - c. Cough
 - d. Loss of sense of smell/taste
- 5. If a worker exhibited COVID-19 symptoms
 - a. Was their supervisor notified?
 - b. Did the worker leave the jobsite?
- 6. Are workers complying with 6-foot social distancing separation?
- 6a. If maintaining social distancing is not always possible, are appropriate PPE measures (masks, gloves, eye protection) being adhered to?
- 6b. If maintaining social distancing is not always possible, is interaction time limited to a short duration?
- 7. Are crew sizes limited to the minimum required to accomplish the task?
- 8. Are crews segregated from each other to reduce cross-exposure?
- 9. Is distancing being enforced during entry, exit, breaks, lunch, and in crew assembly areas?
- 10. Are tools being shared?
- 10a. If yes, are tools being disinfected between uses?
- 11. Is appropriate PPE being enforced?
- 12. Are PPE supplies sufficient for the project for the next week (check boxes below if insufficient)?
 - a. Gloves
 - b. Eye Protection
 - c. Masks
 - d. Other
- 13. Are appropriate sanitation and personal hygiene facilities on-site (check boxes below if insufficient)?
 - a. Toilet facilities
 - b. Soap/hand sanitizer
 - c. Eye Wash
 - d. Toilet paper
 - e. Disinfecting wipes/spray
- 14. Are sanitation supplies sufficient for the project for the next week (check boxes below if insufficient)?
 - a. Toilet paper
 - b. Soap/hand sanitizer
 - c. Disinfecting wipes/spray
 - d. Eye Wash
- 15. Are contact surfaces disinfected regularly?
If yes, how often _____?

Supervisors' Name _____