Construction Industry COVID-19 Exposure Response & Prevention Plan

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COVID-19 Exposure Response & Prevention Plan

PURPOSE

The purpose of this plan is to outline an effective response to a potential exposure event, and to promote preventative workplace habits in order to mitigate transmission of the virus between employees, contractors, etc. This program shall provide direction to implement safety requirements of the company and achieve compliance with Centers for Disease Control and Prevention (CDC) and other federal, state and local recommendations for COVID-19 response and prevention. This plan will be updated as necessary.

SCOPE

This program applies to all workplaces, employees (office and field), subcontractors, vendors and visitors. This plan shall be effective immediately, and in effect until further notice.

EXPOSURE RESPONSE

The company must respond to all possible COVID-19 infections immediately and perform the following assessment procedure utilizing supervisors trained in this plan as well as the Safety Manager and Human Resources Manager (herein called "Investigators").

Exposure Assessment

In the event an worker/individual exhibits or experiences any of the items below, such worker/individual will be deemed a "potentially infected person" and the preliminary investigation and actions provided below will be conducted and reviewed for the potentially infected person (s), persons in **close contact** with the potentially infected person (s), and potentially impacted areas.

- Fever of 100.4°F/38°C or higher
- Coughing
- Shortness of breath or difficulty breathing
- Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, sudden loss od smell and/or taste and runny nose
- Close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of COVID-19 as a symptom.

> **CLOSE CONTACT**
> is defined as being within approximately 6 feet (2 meters) of a person
> - with a COVID-19 positive case for a prolonged period of time
>
> **CLOSE CONTACT** can occur while:
> - caring for,
> - living with,
> - visiting,
> - sharing a healthcare waiting area or room with a COVID-19 case,
> - or having direct contact with infectious secretions of a COVID-19 case *(e.g., being coughed on)*

Contractors are encouraged to implement non-contact temperature screening when appropriate, utilizing properly calibrated equipment and trained personnel.

Response Investigation Procedure

In order to conduct a proper investigation, the investigator (s) will collect and verify the information by interviewing the individual (s) reporting the exposure, that is, they must speak directly to the person who is reporting a confirmed case. No assumptions will be made. Use the **Investigation Worksheet/Report** *(in the appendix)* to gather as much information as possible.

The investigation is to be limited only to the person who has self-disclosed information that indicates such person is a "potentially infected person." The Investigation team needs to make a determination on remedial measures to be taken in the workplace or the jobsite, including partial or total temporary suspension of the workplace or project.

Remember the following:
- Remain calm and objective.
- Limit the potentially infected employee's contact with other individuals while information is being gathered.
- Focus on obtaining facts, make only factual statements.

Incident Reporting

A potential exposure incident must be immediately reported. If a potential exposure incident occurs while the employee is in a work setting or while working, the following steps should be taken:

- Employees shall notify their supervisor (as applicable) as soon as possible following a potential exposure incident.
  - **The supervisor shall immediately notify the Safety Manager and/or Human Resources Manager and members of the company's management team in accordance with their incident response procedure.**
- In the event of a **Confirmed** or **Symptomatic / Presumed COVID-19 case** in the work environment; environmental disinfection protocols shall be followed.
  - Employees performing clean up procedures shall either be contracted specialists, or properly-trained employees.
  - See **Sanitation Section** for further information on site cleaning.

Response for Employee (s) who think they HAVE BEEN EXPOSED to the COVID-19 virus?

If an individual has had **close contact** *(within 6 feet/2 meters)* with someone who is confirmed to have, or is being evaluated by licensed health care providers for, COVID-19 infection they should:

1. Inform their supervisor and/or Safety Manager/ Human Resources Manager immediately.
2. Self-quarantine and monitor their health starting from the last day they had close contact with the person and continue for 14 days from last contact per CDC guidance *(link in Resources)* or b) until notified that the person is no longer being evaluated for potential infection as a result of a negative test result.
3. If they develop a fever or any of these symptoms, the affected person should call their healthcare provider right away.
4. Before going to a medical appointment, be sure to tell the healthcare provider about their close contact with someone who is confirmed to have or is being evaluated for COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected.
5. Ask the healthcare provider to call the local or state health department.

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Response for Employee (s) who think they HAVE COVID-19?

If a person has traveled to an area affected by COVID-19 within the last 14 days or had close contact *(within 6 feet/2 meters)* with someone who has been laboratory confirmed to have COVID-19 and developed a fever and symptoms of respiratory illness, such as cough or shortness of breath, they should:

- Cover their mouth and nose with a tissue or their sleeve (not hands) when coughing or sneezing.
- **Avoid contact with others – Do not go to work or in public while sick.**
    - Self-quarantine and monitor their health for 14 days per CDC guidance *(link in Resources).*
- Inform their supervisor and/or Safety Manager/Human Resources Manager immediately
- Call a healthcare provider and seek medical advice – It is important that you call ahead before going to a doctor's office or emergency room and tell them about your recent travel or close contact and your symptoms.
    - Healthcare providers will work with the health department to determine if individuals need to be tested for the COVID-19 virus.

EXPOSURE PREVENTION

Social Distancing Protocol

All workers must adhere to all Social Distancing guidelines while at work and take personal responsibility in managing themselves and reporting all violations immediately to management.

Note the following:

- Maintain minimum of six feet of distance, when practicable. Contractors should identify ahead of time work activities that cannot maintain six feet of distance in their exposure prevention plans and safety briefings. In instances where work cannot be performed safely by adhering to the 6 ft. recommendation, all workers will be required to have cloth facial covering, mask, gloves and/or safely glasses/shields as required for their task until they can return to being more than 6 ft. apart.
- Utilize respiratory protection, if necessary
- Do not make physical contact (handshaking, knuckle/elbow bumping or hugging)
- Daily pre-work safety meetings / tailgate meetings / pre-shift meetings will still be conducted but only with proper social distancing implemented.
- Construction site (or offices) will not conduct any meeting or gathering with 10 or more individuals present, when practicable.
    - All project meetings that call be completed via telephone, telephone conference, or video conference will shift to those platforms immediately.
    - If a meeting is required with 2 or more individuals, social distancing requires a minimum of six feet distance between all parties involved.

Personal Hygiene Procedures

Place posters that encourage employee (s) stay home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen (*see Resource list for links to poster files from the CDC)* and promote the following:

- Promote employee (s) practice good personal hygiene.
- Employee (s) should avoid physical contact with others (such as hand shaking).
- Employer to provide tissues and no-touch disposal receptacles for use by employees.
- Employer to provide soap and water and alcohol-based hand sanitizer and/or wipes in the workplace. Ensure that adequate supplies are maintained and place in multiple locations to encourage hand hygiene.
    - ***Instruct employees in the following hand hygiene tips:***
        - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a restroom or public place, or after blowing your nose, coughing, or sneezing.
        - If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

Advise Employees Before Traveling to Take Certain Steps

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
- Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.

EXPOSURE CONTROL

General Workplace Control Measures

These field guidelines have been developed collaboratively by construction industry professional organizations, contractors, and workers' representatives in response to the need for work on construction projects to continue as they have been deemed essential.

These guidelines are not all encompassing and may need to be tailored to for certain situations and/or individual construction sites *(will be updated as the COVID-19 pandemic evolves)*:

Employee (s)

- Non-essential employees should not report to work
- Essential employees who can work remotely, should

Employee (s) / Worker (s)

- Limit crew size in congested areas in compliance with established public health guidelines or orders
- Provide soap and water and alcohol-based hand sanitizer in the workplace. Hand sanitizer should contain a minimum 60% ethanol or 70% isopropanol. Ensure that adequate supplies are maintained. Place alcohol-based hand sanitizer in multiple locations or in conference rooms to encourage hand hygiene *(for additional tips see page 9)*.
- **Utilize Personal Protective Equipment**
    - Medical masks, construction masks or cloth face coverings that is appropriate to tasks being performed *(see appendix for face coverings guidelines)*
    - Safety Glasses and/or face shields
    - Nitrile Gloves
- **Do not allow the sharing of tools**, water coolers, water bottles, hand towels, disposable gloves or masks, rags, bandanas, masks, personal protection equipment (PPE), food, snacks, or cigarettes.
- Transportation of workers to and from work zones/floors will be performed in stages; personnel hoists and elevators must limit the number of workers and must operate in a manner that allows for proper social distancing.
- **Breaks and lunch breaks** will be staggered to limit the large groups in common break areas.
    - Workers are encouraged to remain outdoors in safe, hazard-free zones and continue to practice social distancing guidelines.
    - Workers are encouraged to bring food from home and eliminate communal food use.
- Discourage employees from using communal watering containers, encourage single use water containers and/or employees to bring clean, personal-use beverage containers from home.
    - If water coolers are used, provide hand sanitizer and/or disinfectant wipes to maintain cleanliness. Jobsites will manage scheduling to reduce and/or eliminate the best of their ability the stacking of trades.
- Eliminate Carpools, one worker per vehicle
    - When parking, park as close onsite as possible to your area of concentration utilizing dedication parking areas.
- Workers should change work clothes prior to arriving at home
    - All clothing should not be shook out, keep clothing separated from other laundry, wash with sanitizing detergent and warm water.

Visitors
- No visitors are allowed on the jobsite or in the project offices at any time. This does not prohibit deliveries, but this does include sales calls, job seekers, and any personal visitors for workers/field crews.

Meetings
- In person meetings should be suspended or conducted using available technology
- If meetings or trainings are held in person, *please follow these measures:*
  - There will NOT be a sign-in sheet, pen, pencil, or any materials passed around to attendees. All attendance will be taken by the shift lead/supervisor.
  - Have employees maintain 6' of separation
  - Minimize attendees to less than 10, when practicable.
  - Hold meetings outside in a well-ventilated area
  - Have hand washing stations nearby or hand-sanitizer available
  - Utilize respiratory protection, if necessary
  - Do not make physical contact (handshaking, knuckle/elbow bumping or hugging)

Sick Employee (s) Required to Stay Home

Supervisors must check in with their employees daily at the start of shift on their health by asking the following questions *(see appendix for a sample form):*

1. Do you have any symptoms consistent with COVID-19?
2. Fever, cough, shortness of breath, sudden loss of taste and smell, or other symptom of concern?
3. Have you been in close contact with a COVID-19 patient, or aware of close contact with someone who has been in contact with a COVID-19 patient?
4. Have you traveled in the last 14 days - or have a household member who has traveled to an area with an outbreak or sustained transmission of COVID-19? Example: Cruise ships, travel outside of U.S., even if you are asymptomatic.

The supervisor should take note of the condition of their employees, recordkeeping is not mandatory, however, it is encouraged to increase the importance of the daily assessment.

Reminders:
- Employees who have symptoms of illness must stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Employees should notify their supervisor and stay home if they are sick.
- Do not require a healthcare provider's note for employees who are sick with illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

Separate Sick Employee (s)

CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- Employees are permitted to stay home to care for a sick family member. Be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

EXPOSURE CONTAINMENT

Sanitation Procedures

Below are suggested Sanitation procedures:

- Assign personnel to frequently (no less than twice daily) sanitize commonly touched surfaces.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, steering wheels, keyboards, remote controls, desks, tool handles, ladders and railings) can be wiped down by employees before each use.

Cleaning Crews

- Cleaning crews shall read and follow the manufacturer's instructions for all cleaning and disinfection products and shall ensure they are used in accordance with specifications for dilution ratios, application and removal methods, contact times, expiration dates, etc. Any additional PPE or ventilation requirements shall also be in place prior to clean up.

PPE– During Cleaning

- Workers will be provided training on jobsite prior to assigning cleaning tasks. Training will include when to use PPE, what PPE is necessary, how to properly don (put on), use, doff (take off), and properly dispose of PPE. Wipe down doorknobs, keyboards, counters, and other surfaces.
- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Sanitize reusable PPE per manufacturer's recommendation prior to each use
- Disinfect reusable supplies and equipment
- Ensure used PPE that is not reusable is properly disposed of

Cleaning Solutions

- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface.
    - Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all

> **CLEANING SOLUTION**
> Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
> - 5 tablespoons (1/3 cup) bleach per gallon of water or
> - 4 teaspoons bleach per quart of water

cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

    After cleaning:
    - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
    - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at this link) that are suitable for porous surfaces
    - Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Request additional/increased sanitation (disinfecting) of portable toilets

Sanitation After Suspected Exposure Event

In the event of a **Confirmed** or **Symptomatic / Presumed COVID-19 case** in the work environment, the following environmental disinfection protocols shall be followed. Employees performing clean up procedures shall either be contracted specialists, or properly trained employees.

   Clean up crews shall wear:
   - Disposable nitrile gloves, or reusable rubber gloves
   - Eye protection
   - Disposable or elastomeric N95 respirators
   - Gowns or Tyvek clothing

Clean Up Procedures

- Clean up crew shall ensure occupants are out of the area.
- Windows and doors shall be opened to allow natural ventilation.
- Waste disposal containers in the area shall be emptied prior to starting surface cleaning and disinfection.
- If surfaces are soiled or dirty, they must be cleaned using a detergent or soap and water prior to disinfection. For disinfection, products shall be applied uniformly to surfaces and allowed to rest for the required contact time according to manufacturer instructions.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, visible contamination shall be removed if present. Any soiled materials that cannot be cleaned or disinfected shall be disposed of and double bagged in plastic trash bags. Once surfaces are free of visible contamination, products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces shall be applied.
- All contaminated cleaning material and disposable PPE shall be placed in a plastic bag, double bagged and sealed prior to disposal.
- If reusable gloves are used, gloves must be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Reusable gloves must be disinfected after each use.
- Clean up crews shall thoroughly wash hands with soap and water immediately after gloves are removed.

PREVENTION TRAINING

The Employer / Workplace should establish training protocols and procedures for the COVID-19 EXPOSURE RESPONSE & PREVENTION PLAN depending on their current safety protocols.

Examples include the following:
- Training shall be conducted prior to initial assessment and annually thereafter.
- Training records shall be kept for a minimum for 3 years.
- Training shall consist of this plan's contents and/or information from other sources such as the CDC, local public health agencies, State/Federal OSHA, medical professionals.
- Review of this topic and/or procedures as an additional weekly safety meeting topic until the situation warrants.

RESOURCES

Federal
- Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/index.html
- U.S. Department of Labor: https://www.dol.gov/coronavirus

State of California
- California Coronavirus (COVID-19) Response: https://covid19.ca.gov/
- California Department of Public Health:
  https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx
- CAL/OSHA Guidance on Requirements to Protect Workers from Coronavirus:
  https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html
- CAL/OSHA COVID-19 Infection Prevention in Construction:
  https://www.dir.ca.gov/dosh/coronavirus/COVID-19-Infection-Prevention-in-Construction.pdf

Local
- San Diego Dept. of Public Health: https://211sandiego.org/resources/health-wellness/
- San Diego County:
  https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV.html
- San Diego City: https://www.sandiego.gov/coronavirus
- AGC San Diego – COVID-19 Updates & Resources: http://www.agcsd.org/covid19.html

Regional
- Orange County Dept. of Public Health:
  https://www.ochealthinfo.com/phs/about/epidasmt/epi/dip/prevention/novel_coronavirus
- Riverside County Dept. of Public Health: https://www.rivcoph.org/coronavirus
- Directory of Local Health Departments:
  https://www.naccho.org/membership/lhd-directory?searchType=standard&lhd-state=CA#card-filter

Other
- AGC of America COVID-19 Info: https://www.agc.org/coronavirus

REFERENCES & APPENDIX

References

Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/index.html
- CDC COVID-19 Symptoms:https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html
- Hand Washing guidelines: https://www.cdc.gov/handwashing/when-how-handwashing.html
- CDC's Traveler's Health Notices - http://www.cdc.gov/travel

Cleaning Products
- Products with EPA-approved emerging viral pathogens claims
  https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- Other Cleaning Products
  https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf

Workplace Posters
- Staying Home When Sick
  https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html
- Cough and Sneeze Etiquette
  https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- Hand Hygiene
  https://www.cdc.gov/handwashing/materials.html

Appendix

COVID-19 Investigation Worksheet/Report
- Download Word Document
- Download PDF

Daily Crew Safety Assessment
- Download Word Document

Face Coverings Guidance
- Download PDF

Exempt Worker Verification Form
- Download Word Document

COVID-19 Investigation Worksheet/Report

Potentially Infected Person

Name of Investigator Completing Form	Cell Phone	Date

Basic Information (Complete one per person)		
Name of Potentially Infected Person	**Cell Phone**	
Home Street Address	**City/ State**	**Zip Code**
Emergency Contact	**Cell Phone**	
Supervisor	**Cell Phone**	
Project Name	**Project Address**	

Investigation	
Was this a one-time visit or have there been multiple visits to the project site?	
When was that person last on site the jobsite?	
Do we have an understanding of when the individual may have been infected?	
How long was this person on site? Frequency (if any)?	
Duration of visit on site?	
Did the person work in a specific area of the project or on a specific trade?	
Did this person use project-based PPE? Owned or Communal PPE? If the individual used project supplied PPE, what happened to the equipment?	
Did this person touch specific equipment?	
Did the potentially infected person touch commonly hand-held services? Use facilities?	
Did the potential infected person use common facilities (e.g., bathrooms, kitchen, elevators/lifts, water cooler, microwave, etc.)	
Do we have an understanding of when the person may have become symptomatic?	
Did the individual report or did others tell us that the potentially impacted person was displaying or complaining to others regarding symptoms associated with COVID-19 (e.g., dry cough, fever, chills)?	

Actions	

HR will notify, typically via email, the potentially infected person(s) with steps they should take, support and information on their return. The notification shall:
- Direct the potentially infected person(s) to immediately leave the project site or office, as applicable.
- Suggest the potentially infected person(s) seek guidance from a medical professional of the individual's choice.

Advise on steps for return to work, noting that the potentially infected person(s) will not be allowed to return to work until cleared by a medical professional through a negative COVID-19 test or are cleared by their healthcare provider.

Response During and After Testing of Potentially Infected Person(s)

Actions
Pending receipt of the potentially infected person's test results and based on the preliminary investigation, take precautionary measures deemed appropriate under the circumstances, including: • Targeted cleaning/sanitizing. • Identifying and sending persons who interacted with the potentially infected person home to self-quarantine. Allowing work to continue, to the extent feasible, in the unaffected and/or sanitized areas.
Promptly notify the customer, property manager, project owner or client (list names and contact method here)
Once test results are obtained, review the findings with COVID-19 Response Team (Investigators), and the personnel above, to determine any additional remedial measures necessary If the potentially infected person tests positive for COVID-19: • Promptly notify all jobsite workers, subcontractors, suppliers without disclosing the individual's name. • Evaluate whether a partial or complete temporary suspension of work on the project is necessary. If the individual tests negative for COVID-19: • Promptly notify all jobsite workers, subcontractors, suppliers without disclosing the individual's name. • Resume any work that was temporarily suspended pending test results.

Identifying Close Contact Personnel to the Potentially Infected Person(s)

Investigation

To the extent possible, identify individuals the potentially infected person was likely to have come into close contact with during work. List names and information below. Attach additional sheets if necessary. Consider the following:

- Co-workers
- Jobsite workers
- Joint venture partners
- Subcontractors and partners
- Clients
- Third-party providers (e.g., inspectors, suppliers, utility workers, consultant, designers)
- Other General Contractor's offices or projects
- Carpool or travel companion

Actions

Human Resources will notify, via email, all individuals identified above or their representative, in close contact with the potentially infected person(s) with steps they should take, support and information on their return.

The notification shall cover the following:
- Sending the personnel in close contact with a potentially infected person home for quarantine.
- Identifying that exposure may have occurred without disclosing identity of the potentially infected individual.
- Providing details on potentially infected zones and approximate time frames.
- Suggesting they seek guidance from a medical professional of the individual's choice.
- Advising on steps for return to work, noting that the individual will not be allowed to return to work until:
    - They are cleared by a medical professional through a negative COVID-19 test, or
    - After the expiration of the 14-day quarantine period with no symptoms, or
    - If the applicable potentially infected person tests negative for COVID-19.

Potentially Impacted Areas

Investigation	
Identify locations on site where the potentially infected person has been (e.g. office, trailers, job walk, etc.)	
Use a project site plan to trace the potentially infected person's path of travel and activity within the project site	
Did this person bring any materials on site? Where are the materials today?	

Actions	
Determine areas to be sanitized.	
Sanitize location, isolate identified high risk exposure areas.	
If project suspension, in whole or in part, is required, determine for how long.	
Communications from project lead to the following on steps/plan: • Employees on the project, joint venture partners, client, partners, subcontractor, trades, utility workers, etc. Note: Communications may require multiple communication touch points in an effort to put workers at comfort with the steps the Investigation Team has taken.	

COMPANY & PROJECT NAME:

_____

DATE: _____

| COVID-19 DAILY CREW SAFETY ASSESSMENT |

These questions shall be reviewed with each crew member at the beginning of each shift.

○ Yes

○ No

In the last 14 days, have you traveled to or returned from a destination with a Travel Health Notice issued by the *Centers for Disease Control and Prevention* (CDC) with a **LEVEL 2 OR LEVEL 3 WARNING** for COVID-19?

If YES, you are not allowed to access the worksite.

○ Yes

○ No

In the last 14 days, have you been in close contact with a **confirmed or suspected** COVID-19 case?

If YES, you are not allowed to access the worksite.

○ Yes

○ No

In the last 14 days, have you experienced any of the following: fever, sore throat, cough or difficulty breathing?

If YES, you are not allowed to access the worksite.

EVALUATOR: If the answer is **YES** to any question above the individual is **not cleared** to enter any *<COMPANY NAME>* site or office and is required to speak with *<HR REPRESENTATIVE NAME>* at *<HR REPRESENTATIVE PHONE NUMBER>*.

EMPLOYEE NAME: _____

Face Coverings Guidance

State of California—Health and Human Services Agency
California Department of Public Health

SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

GAVIN NEWSOM
Governor

April 1, 2020
TO: General Public
SUBJECT: Face Coverings Guidance (taken from website here)
This document provides public health information for the use of cloth face coverings by the general public when outside the home conducting essential activities. It does not substitute for existing guidance about social distancing and handwashing. It does not mandate that face coverings be worn state-wide.

Guidance
- Our best community and individual defense against COVID 19 is washing our hands frequently, avoiding touching our eyes, nose and mouth with unwashed hands, avoiding being around sick people and physical distancing, especially by staying at home. A strong health care delivery system and emergency response system is also an essential core defense to save lives when people do get ill.
- There may be a benefit to reducing asymptomatic transmission and reinforcing physical distancing from the use of face coverings. However, face coverings may increase risk if users reduce their use of strong defenses, such as physical distancing and frequent hand washing, when using face coverings.

Considerations
- Counties that choose to introduce policies promoting face coverings for their residents should make sure that these policies do not put increased demand on medical grade respirators, such as N95 and surgical masks. Counties should emphasize the use of face coverings in conjunction with evidence-based interventions such as staying at home, physical distancing when completing essential activities and washing hands.
- Individuals outside of counties with recommendations on face coverings, should wear coverings if they feel comfortable doing so, and practice strict hand washing before and after touching and adjusting the mask. They are reminded that face coverings are not a replacement for other evidence-based measures such as physical distancing, frequent hand washing practices, and remaining at home when not doing essential activities.

Background
What is a cloth face covering?
A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?
There is limited evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing and washing hands and staying home when ill, but they may be helpful when combined with these primary interventions.

When should I wear a cloth face covering?
You may choose to wear a cloth face covering when you must be in public for essential activities, such as shopping at the grocery store. Wearing a cloth face covering does not eliminate the need to physically distance yourself from others.

How should I care for a cloth face covering?
It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:
- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

Insert Date Here

To whom it may concern,

Federal and State orders have recognized working construction as critical or essential to the continued critical infrastructure viability, and therefore have exempt construction workers from the mobility and other restrictions designed to prevent the spread of the COVID-19 virus. *See* United States Department of Homeland Security Critical Infrastructure Workforce Memorandum on Identification of Essential Critical Infrastructure Workers during COVID-19 Response dated 19 March 2020.

This letter is to denote the carrier of the letter Insert Employee Name Here, Insert Job Title Here has been deemed a member of Governor Gavin Newsom's Essential Critical Infrastructure Workers list.

It has identified 16 sectors as noted on page 2 of the executive order dated March 19, 2020, which includes the following classification as essential:

- *Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)*

- *Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, construction material sources, and essential operation of construction sites and construction projects (including those that support such projects to ensure the availability of needed facilities, transportation, energy and communications; and support to ensure the effective removal, storage, and disposal of solid waste and hazardous waste)*

Under the governor's ordinance, they are permitted to continue working under their essential status. For questions, please contact Insert Company HR/Legal/Admin/Executive Contact Name Here at Click Insert Phone Number Here or tap here to enter text..

Sincerely,

Insert Name Here.
Insert Title Here.