

These Job Site Protocols are to be viewed as recommended best practices and are provided solely as suggested guidelines and resources for contractors' reference concerning COVID-19. These Protocols are not to be relied upon to prevent the spread or transmission of COVID-19 on any specific job site or to prevent a safety violation from being issued by a jurisdictional authority. All contractors must continue to comply with all relevant rules and regulations concerning workplace safety and health. This is not legal advice.

Contractors should regularly evaluate their health and safety procedures, as well as the specific hazards at their job sites, consistent with the [Centers for Disease Control and Prevention \(CDC\) recommendations](#) to determine the appropriate job hazard analysis and safety procedures for the project/task as it relates to the spread and/or transmission of COVID-19. All contractors should incorporate COVID-19 transmission and prevention into all job hazard analyses (JHAs) and pre-task safety planning for all aspects of the work. In addition, all projects should require **social distancing, hand washing on a regular basis, and no large group meetings.**

These Protocols will be updated as we learn more about how to prevent and treat COVID-19.

## SECTION 1: Worker Personal Responsibilities

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1. Employees need to take steps to protect themselves. Refer to CDC guidelines on [How to Protect Yourself](#).
2. It is critical that individuals **NOT** report to work while they are experiencing illness symptoms such as fever of 100.4 or higher (or local jurisdiction), cough, shortness of breath or difficulty breathing, dry cough, body aches, chills, or fatigue, or loss of sense of smell and/or taste. Refer to CDC guidelines on [What To Do If You Are Sick](#).
  - a. Workers should **NOT** return to work until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **And**,
  - b. At least 7 days have passed since symptoms first appeared
3. Individuals should seek medical attention if they develop these symptoms. Refer to CDC guidelines on [What To Do If You Are Sick](#).
4. An individual contractor may require, in order to return to work after experiencing any of these symptoms, personnel must produce a doctor's note or a negative COVID-19 test result.
5. If you feel sick, uncomfortable, or unsafe, please stay home.

## SECTION 2: Social Distancing

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1. **Work in occupied areas should be limited to only those tasks that are strictly necessary.**
2. Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).
3. Limit in-person meetings and replace them with phone or online meetings.
4. 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, ultimately maintaining 6 feet distance between individuals.
5. 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.
  6. To limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.
  7. Avoid trade stacking, evaluate work schedule and consider things like shift work, resequencing work, etc.
  8. Discourage hand-shaking and other contact greetings.
  9. Social distancing should be used in hoists/elevators. Social distancing signage should be placed in all areas, hoists, elevators, stairs, and meetings areas. Individuals should be **encouraged to avoid hoists/elevators when walking up or down 5 flights of stairs** to limit contact with others. Depending on the size, hoists/elevators should be limited to 5 people or less when possible. Separate materials and people when possible.

### **SECTION 3: General Jobsite / Office Practices**

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1. 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.
2. A single point of contact should be identified by the General Contractor/Construction Manager for the implementation of all COVID-19 guidance. This individual will be responsible for implementation of all Building Trades Council/GBCA/United Brotherhood of Carpenters COVID-19 Recommended Job Site Protocols.
  - a. 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.
  - b. Employers should consider designating a trained and qualified professional (i.e. EMTs, nurses, paramedics, etc.) to take employees' temperatures with a digital, non-contact, medical grade thermometer. If a contact thermometer is needed, it must be properly disinfected between uses. Note that some people with COVID-19 may not have a fever, so this should not be the only means of detection.
3. If an employee is well but someone in their immediate household is diagnosed with COVID-19, they should notify their supervisor. Refer to CDC guidance for [How To Conduct a Risk Assessment](#).
4. 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 coworker with confirmed COVID-19 should also be sent home and referred to CDC guidance for [How to Conduct a Risk Assessment](#).
5. 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.
  - a. iPad and mobile device use should be limited to a single user.

6. Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
  - a. [How to Protect Yourself](#)
  - b. [If You are Sick](#)
  - c. [COVID-19 Frequently Asked Questions](#)
  - d. Place posters that encourage [staying 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.
7. Workers will be required to answer questions related to personal health conditions. Additionally, personnel may be temperature scanned daily prior to accessing a project by a trained and qualified professional in the safe use and interpretation of thermometers (i.e. EMTs, nurses, paramedics, etc.). Temperature scanning may continue for the foreseeable future.
  - a. **Screening Question Process** - Greet the person and state: “As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-entry screening.” Supervisors should ask the following questions to all employees prior to entering the jobsite. If they answer “yes” to any, they should be asked to leave the jobsite immediately. It is at an individual contractor’s discretion to ask additional screening questions.
    - i. Have you been in close contact with a person that has shown signs/symptoms, or been diagnosed with COVID-19?
    - ii. Has anyone in your household, been in close contact with a person that is in the process of being tested, has shown signs/symptoms, or been diagnosed with COVID-19?
    - iii. Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
    - iv. Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, including: fever, dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, or fatigue?
  - b. **Temperature Scanning** – If required by site and if “no” to all questions: Step in and extend arm to get reading, then step away to show the results. If over 100.4, they cannot enter the site. Refer to them to your site contact. (NOTE: Follow host/owner rules. Follow thermometer instructions and recognize precision of reading range.)
  - c. Anyone asked to leave should **NOT** return to work until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **And**, at least 7 days have passed since symptoms first appeared.
  - d. An individual contractor may require, in order to return to work after experiencing any of these symptoms, personnel to produce a doctor’s note or a negative COVID-19 test result.
8. Do not congregate in lunch areas, and wipe all common areas with appropriate disinfectant.
9. Do not share tools. When sharing is necessary, wipe down with proper disinfectant first.

#### SECTION 4: Sanitation and Cleanliness

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1. Promote **frequent and thorough hand washing with soap and running water** for at least **20 seconds**. Hand washing stations are recommended to help prevent the spread of COVID-19. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline for [When and How to Wash Your Hands](#). Hand washing stations or hand sanitizer should be provided at all access points, hoists, elevators, restrooms, etc.
  - a. 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.
  - b. 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.
  - c. Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities.
2. Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline for [Clean & Disinfect](#).
  - a. **Disinfectant wipes** should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks) that are commonly touched periodically each day.
  - b. **Portable job site toilets** should be properly cleaned by leasing company at least twice per week, when possible. Double check that hand sanitizer dispensers are filled. Frequently touched items (i.e., door pulls and toilet seats) should be cleaned frequently.
  - c. Job site offices/trailers and break/lunchrooms should be cleaned at least twice per day.
  - d. Employees performing cleaning will be issue proper PPE, such as nitrile gloves and eye or face protection as needed.
  - e. Maintain Safety Data Sheets (SDS) of all disinfectants on site.
  - f. Follow the CDC guidelines on use and types of disinfectants.
3. Employers should **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. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Refer to CDC guideline for [Coughing & Sneezing](#).
4. Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
5. Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with soap.
6. Utilize disposable hand towels and no-touch trash receptacles.
7. Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

## **SECTION 5: Personal Protective Equipment (PPE)**

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1. **Gloves:** Gloves are recognized as a means of possibly preventing contact spread. 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.
2. **Eye protection:** Eye protection may be a means of preventing exposure and should be worn at all times.
3. **The CDC is currently not recommending that healthy people wear face masks.** On March 17, 2020 the government asked all construction companies to donate N95 masks to local hospitals

and forego future orders for the time being. Contractors should continue to provide and direct employees to wear face masks if required by the work. For tasks performed within 6 feet of another person, should consider additional respiratory protection. Please consult a professional for respiratory protection guidance.

4. Do not share personal protection equipment (PPE).
5. Sanitize reusable PPE per manufacturer's recommendation prior to each use.

## SECTION 6: Job Site Visitors

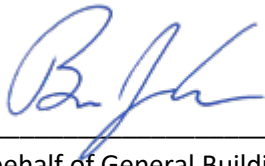
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1. Restrict the number of visitors to the job site, including the trailer or office.
2. All visitors, deliveries and delivery personnel are subject to the same criteria and guidelines as regular onsite personnel to access the jobsite: including social distancing, hand washing, temperature scanning when applicable, and health questions. Using the same questions as field personnel recognized above under Section 3 General Jobsite/Office Practices, number 7.

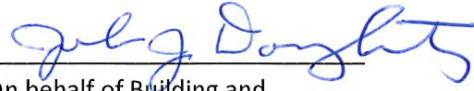
## Other Resources

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- CDC – [Coronavirus \(COVID-19\)](#)
- WHO – [Rolling Updates on Coronavirus disease \(COVID-19\)](#)
- OSHA – [Guidance on Preparing Workplaces for COVID-19](#)
- GBCA – [COVID-19 GBCA Updates](#)
- AGC of America – [General Guidance](#) and links to information on COVID-19



On behalf of General Building  
Contractors Association



On behalf of Building and  
Construction Trades Council of  
Philadelphia, Pennsylvania &  
the Vicinity