



TRANSPORTATION CONSTRUCTION INDUSTRY COVID-19 RESPONSE PLAN FOR FIELD OPERATIONS

As Associations representing companies and workers designated as “Essential” in delivering construction and infrastructure services for the State of Wisconsin, the organizations listed above pledge to dedicate resources immediately to identify and mitigate situations in the workplace that may introduce, expose or spread COVID-19. The best practices outlined below are important considerations on both jobsites and at company headquarters and field offices to document the identification and mitigation measures taken to prevent the spread of the virus.

Individual companies are encouraged to consult their legal, safety, insurance, labor and human resources teams to determine the appropriate best practices for their operations.

Communicate key [Centers for Disease Control and Prevention \(CDC\) recommendations](#) and other jobsite procedures to staff, tradespeople, inspectors and vendors.

- Ban or severely limit in-person meetings (internal and external) and employee convenings (formal and informal) of any size and handle employee communication virtually wherever possible.
- Stress the importance of social distancing practices to remove any instances of employees being within 6 feet of each other. Encourage safe behaviors, including alternate transportation (discourage carpooling) to the worksite and avoid common water coolers and other commonly shared items.
- Stagger shifts and work hours, when possible, to minimize on-site human presence at any given time.

- Stagger the use of all shared spaces, including bathrooms, breakrooms and lunchrooms. Continually sanitize shared spaces.
- Stagger facility entry and exit procedures.
- Employees are encouraged, per CDC recommendations, to wear a cloth face mask at the job site. However, given that some construction activities require employees to be within 6' of each other for short periods of time, those employees must wear a cloth face mask at those times.
- No deliveries except those that support production activities or emergency building maintenance.
- No visitors (including suppliers and customers) except those approved by senior management.

Promote good hygiene and provide appropriate cleaning and disinfecting supplies.

- Jobsite managers will practice ongoing communication – through specific communication and posters – of the importance of frequent hand washing, hand sanitizing, hand hygiene, cough and sneeze etiquette, staying home when sick, and other best practices.
- Implement sanitary processes throughout the jobsite and facility (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food). If soap and water is not available, provide alcohol-based (60% - 95%) hand sanitizer.
- Post reminders of the importance of good hygiene to promote wellness and prevent any infection.
- Blue tape marking of surfaces that receive frequent human contact. These surfaces should be disinfected multiple times daily.
- Jobsite toilet and hand-cleaning facilities should be disinfected regularly and kept in clean, working order. Employees should be reminded regularly to sanitize hands after using restroom facilities either through verbal communication or strategically placed signage.
- When possible, avoid employees sharing tools and equipment. However, when not possible, make sure any tools or equipment that might be shared by workers must be disinfected before and after use. When sharing tools and/or equipment, it is highly recommended that gloves are used and hands are once again sanitized after glove use.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
- Utilize disposable hand towels and no-touch trash receptacles. Identify specific locations and practices for daily trash.
- Avoid cleaning techniques, such as using pressurized air or water sprays, that may result in the generation of bioaerosols.

Being mindful of federal health privacy provisions, employees and vendors should be asked COVID-19 screening questions before entering the work site.

- Managers should know the signs of [COVID-19 symptoms](#): Fever, cough, shortness of breath, sore throat, headache, fatigue, body or muscle aches, nausea, vomiting, diarrhea. Recognize that not everyone with COVID-19 has all of these symptoms.
- Employees must immediately report symptoms associated with COVID-19 exposure.
- Employees must report contact with any person who tests positive for COVID-19; employee must subsequently self-quarantine for 14 days and be symptom-free before returning to work.
- Employees should be strongly encouraged to take their temperature at home each day prior to coming to work. If there is any sign of a fever, employees need to stay at home. Contractors are encouraged to have temperature scanning devices available for individual use on worksites (contingent on availability of scanning devices, which are in short supply due to acute global demand).
- The Wisconsin Department of Transportation has implemented [reporting requirements](#) for contractors to report any potential exposure to COVID-19.
- The U.S. Equal Employment Opportunity Commission has [issued guidelines](#) for assessing employee illness and dealing with employees who show signs or have been exposed to the virus.
- OSHA has issued guidance on [Preparing Workplaces for COVID-19](#).

If employees have symptoms, fail a health screening or answer yes to the following questions, they should be asked to leave the worksite immediately. Take measures to ensure illness is not spread to other workers.

- Encourage sick employees to stay home. Communicate your company's HR practices for managing sick time related to COVID-19. Remind employees that if they are sick and stay at home, they won't run the risk of infecting their co-workers.
- Have you, or anyone you have had close contact with, been in contact with a person that has tested positive, or is in the process of being tested for COVID-19?
- Have you, or anyone you're in close contact with, traveled outside the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- If you have symptoms of acute respiratory illness, stay at home, notify your manager and follow company policies for return to work. See additional company guidance for seeking medical care if you are sick. Prior to return to work, all the following criteria must be met:
 - 72 hours fever-free without the aid of fever reducing medications
 - Improved respiratory symptoms

- At least seven days have passed since the symptoms first appeared
- Supervisors should be trained on reporting processes, OSHA logs and other record-keeping as COVID-19 infection could be a [recordable illness](#).
- The attached 'Decision Tree' scenarios should be provided to all employees, subcontractors and suppliers who will be on the job site.

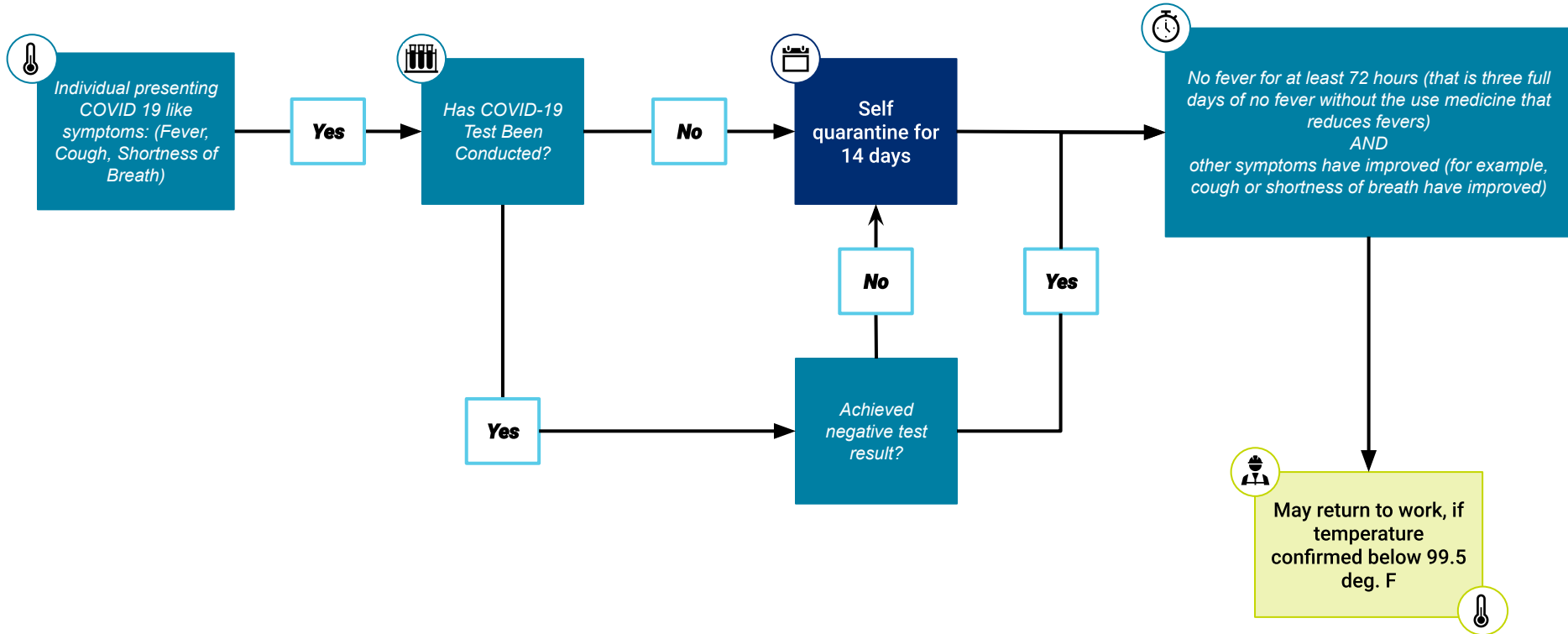
Additional Resources

[Wisconsin Department of Health Services guidance for businesses and employers](#)

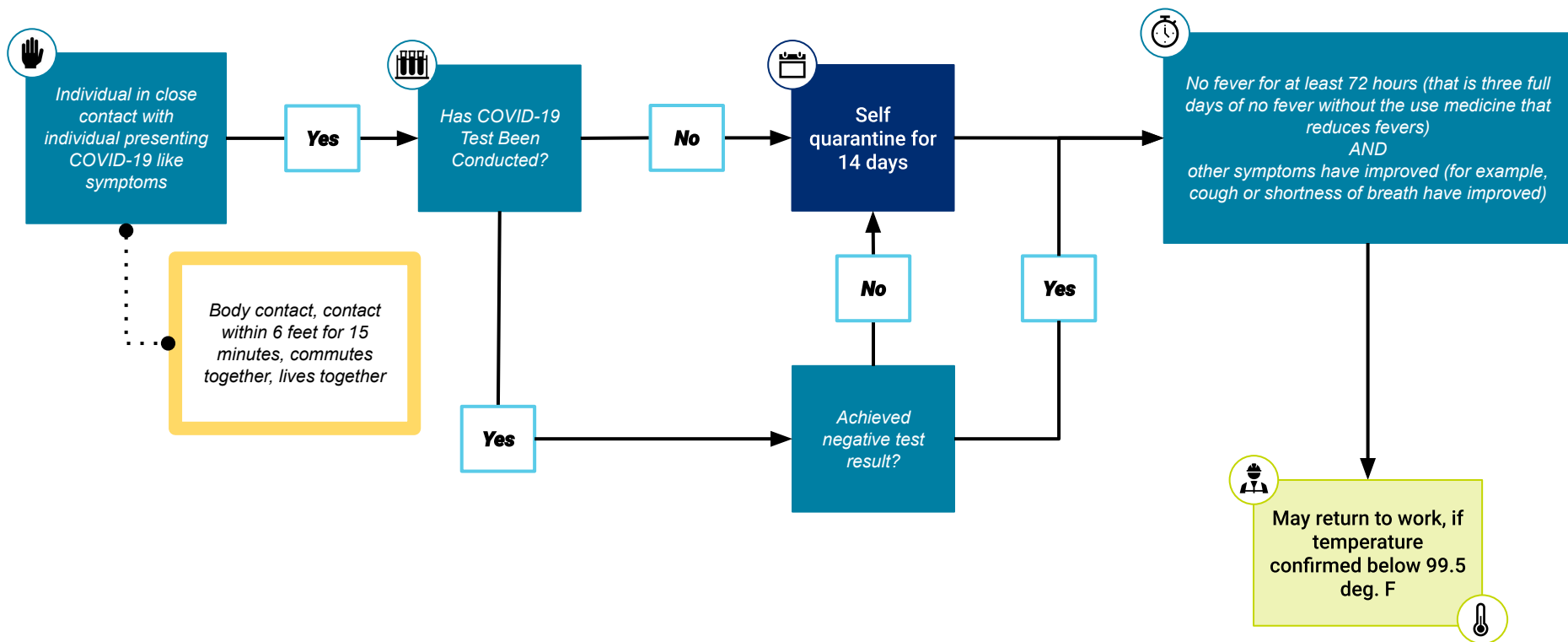
[Wisconsin Transportation Builders Association](#)

[Wisconsin Department of Transportation](#)

Scenario 1: COVID-19 Symptoms



Scenario 2: Close Contact



Scenario 3: Home Environment

