

COVID-19 Recommended Practices for Jobsites

Updated: March 19, 2020

Personal Responsibilities

- It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue.
- Individuals should seek medical attention if they develop these symptoms.

Social Distancing

- Do not host large group meetings. CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6 foot distance between people. Perform meetings online or via conference call whenever possible.
- Discourage hand-shaking and other contact greetings.

Jobsite /Office Practices

- Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople: [How to Protect Yourself](#) [If You are Sick](#) [COVID-19 Frequently Asked Questions](#) [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.
- When specifically required by the project owner or authority having jurisdiction, supervisors shall have all employees complete the Health Declaration/Questionnaire (page 4 of this package) prior to entering the jobsite. Follow the instructions at the bottom of the Health Declaration/Questionnaire to determine employee access to the jobsite.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand sanitizers in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizers in multiple locations or in conference rooms to encourage hand hygiene.
- Do not congregate in lunch areas.
- Do not share tools.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used PPE is disposed of properly.

- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Provide routine environmental cleaning (Cleaning Best Practices page 3 of this package).
- Make efforts to coordinate trades to ensure that they are not working in close proximity to each other.
- Utilize disposable hand towels and no-touch trash receptacles.
- Provide additional/increased sanitation (disinfecting) of portable toilets.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

Managing Sick Employees

- Actively encourage sick employees to stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 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.
- Separate sick employees. 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.

Government Resources

- AGC of America has assembled general guidance and links to information from our federal agency partners and health organizations. [Click here to access.](#)

COVID-19 Cleaning Best Practices

Job Name: _____

Date: _____

Required PPE/Safety Controls when cleaning/disinfecting: Gloves & Proper Ventilation

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.



Where to Clean	How to Clean & Disinfect				When to Clean
Clean and disinfect high-touch surfaces daily in office common areas and throughout site	If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.		For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective		Frequency is as needed but at a minimum:
	Soap and Water		Diluted Bleach/Disinfectants		
Office/Trailer					
Tabletops/Flat Surfaces					2x Daily
Door hardware					2x Daily
Light Switches					2x Daily
Handles					2x Daily
Desks					2x Daily
Logbooks					2x Daily
Hard-Backed Chairs					2x Daily
Kitchenette Equipment					2x Daily
Printers					2x Daily
Trailer/Site Bathrooms					
Porta Sans/Johns					2x Daily
Toilets					2x Daily
Faucets/Sinks					2x Daily
Doorknobs/Handles					2x Daily
General Site Locations					
Loading Dock					Daily
Egress Doors/Areas					Daily
Fire Extinguishers					Weekly
Hoist/Elevators					Daily
Stair Railings					Daily
Mail/Fedex/UPS	wear gloves	wear gloves	wear gloves	wear gloves	N/A

Effective Date: March 14, 2020

Health Declaration/Questionnaire

The following guidance is based upon the most current Centers for Disease Control [CDC] and Prevention and NYS Department of Health recommendations for prevention of the spread of the novel corona virus of 2019 disease [COVID-19]

Employee ID Number (if Applicable) : _____

Contractor / Visitor Name (if Applicable) : _____

Date: _____

Prior to gaining access to one of the construction sites, this questionnaire must be completed in full:

1. Have you traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the last 14 days? **Y / N**

2. Have you had direct contact with any Persons Under Investigation(1) (PUI) for COVID-19 with the last 14 days, or with anyone with known COVID-19? **Y / N**

3. Do you have any symptoms of a respiratory infection (i.e. cough, sore throat, fever or shortness of breath?) **Y / N**

If the answer to question 1 or 2 is "Yes", the individual is not allowed to enter the facility for 14 days.

If the answer to question 3 is "yes" for a fever, the individual will not be allowed into the Construction Site until the individual has been fever-free for 24 hours.

If the answer to question 3 is "yes" for cough, sore throat, and/or shortness of breath and the individual believes this is due to allergies, the individual is allowed access to the facility.

If the answer to question 3 is "yes" for cough, sore throat, and /or shortness of breath and the conditions are a new illness, the individual is not allowed access to the construction site and should consult with their medical professional.

(1) A PUI is a person who has been contacted by the Department of Health