



As cases of Covid-19 surge across the country, there is growing concern about keeping our employees safe at work. As an industry, we continue to educate ourselves about practices we can implement to keep our employees as safe as possible, both in the field and in our offices. Because we are in the construction business, we are in a medium risk business as determined by OSHA. OSHA has a hierarchy of methods which may be taken to protect employees from hazards, including the hazards presented by Covid-19. In the order of preference, they are engineering controls, administrative controls and personal protective equipment. Since we are in the construction industry, the engineering controls recommended by OSHA may be feasible in our offices, but they are not feasible in the field. As a result, our industry must rely upon administrative controls to keep our employees safe in the field.

We are providing you with two checklists based upon the Guidance Document issued by the Department of Labor/OSHA and the Department of Health and Human Services/CDC for our industry.

The first checklist is designed to be a quick-reference guide for use by those tasked with enforcement of Covid-19 safety on your jobsites and in your offices. The purpose of this checklist is to ensure your company is taking the minimum, basic required steps to keep employees safe, whether they are working in the field or in the office. It is not designed to encompass every single scenario you might encounter, nor is it intended to ensure your compliance with every federal, state or local regulation you might be subject to. The purpose of this checklist is to cast a broad net, and help you to implement practices that will protect the greatest number of employees from Covid-19 exposure, no matter what type of job you are working on.

The second checklist is to be communicated to employees in the field, via a toolbox talk. This is also designed to serve as a concise and easy reference for employees to remind them of the procedures they must take each and every day to prevent the spread of Covid-19. You will need to ensure that your site supervision is enforcing these rules on each jobsite. Do not assume that employees will follow these rules – your active oversight and enforcement is required. This is to be used in connection with the bullet point summary (below) that should be distributed to employees in the field.

CHECKLIST #1: COVID-19 SAFETY CHECKLIST FOR EMPLOYERS

All Employees

1. Every day prior to coming to work, employees must self-monitor for symptoms of Covid-19, including fever, chills, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion/runny nose, nausea or vomiting, diarrhea. If you are symptomatic, stay home and call your physician for further instruction. Do not report to work until released to do so by your doctor, or until you are symptom free for 24 hours without the use of medication.

2. Take your temperature before arriving at work. If you have a temperature of greater than 100.4 degrees, stay home and call your physician. Do not report to work until released to do so by your doctor, or until you are free of fever and other symptoms for 24 hours without the use of medication.
3. Employees who appear to have symptoms when they arrive at work or who become sick during the day will immediately be separated from others, provided a face mask if they are not using one, and sent home with instructions and guidance on how to follow-up with their healthcare provider.

Job Site Protective Measures for Employees in the Field

4. Employees must avoid physical contact with others and ensure that they maintain at least six (6) feet of social distance with other employees/contractors/visitors, where possible.
5. Where it is not possible to maintain six feet of social distance, employees must wear a face covering.
6. The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively if one of the groups must quarantine.
7. The Company will designate employees into dedicated shifts and will remain in those shifts for the remainder of the project.
8. The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
9. All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 - a. Have you been confirmed positive for COVID-19?
 - b. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - c. Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - d. Have you been in close contact with any persons are exhibiting symptoms of acute respiratory illness?
10. Site deliveries will be permitted but should be properly coordinated to ensure minimal contact. Delivery personnel should remain in their vehicles if at all possible.
11. Employees should not travel together in crew cab trucks or other vehicles. This applies to all vehicle travel, whether to and from a jobsite, travel to and from lunch, etc. In the event it is

necessary for employees to share a vehicle, employees must wear masks, sit as far apart as possible, and open windows (if possible) to ensure adequate ventilation.

12. Where work trailers are used, a maximum capacity for the trailer must be established. Only necessary employees should enter the trailers. All employees should maintain social distancing while inside the trailers.
13. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
14. In lieu of using a common source of drinking water, such as a cooler, employees should be provided individual water bottles.
15. 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. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
16. If practicable, employees should operate/drive the same truck or piece of equipment every shift.
17. The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide alcohol-based hand sanitizers and/or wipes. Key times to clean hands include:
 - a. Before and after work shifts and breaks
 - b. After blowing your nose, coughing, or sneezing
 - c. After using the restroom
 - d. Before eating and before and after preparing food
 - e. After touching objects which have been handled by coworkers, such as tools and equipment
 - f. Before putting on and after taking off work gloves
 - g. After putting on, touching, or removing cloth face coverings
 - h. Before donning or doffing eye or face protection (safety glasses, goggles, etc.)
18. In the event that facilities for hand washing are available, hands should be washed with soap and water for a minimum of 20 seconds. Hands shall be dried on disposable paper towels, which will also be provided on each jobsite. The used towels shall be disposed of in a lined trash receptacle which will also be provided.
19. DO NOT throw any trash on the ground.
20. Hand sanitizer will be provided on each job site along with disposable wipes when available.
21. Employees should not touch their eyes, nose or mouth.
22. Employees who sneeze or cough shall do so into a disposable tissue, which shall be properly disposed of in a provided trash receptacle. If a tissue is not available employees should cough or

sneeze into the crook of his or her elbow. Immediately wash hands with soap and water for at least 20 seconds, or use hand sanitizer.

23. Safety meetings:

- a. Conduct safety meetings by telephone, if possible.
- b. If conducted in person, collect attendance verbally, and the foreman/superintendent will sign-in each attendee.
- c. Attendance will not be tracked through passed-around sign-in sheets or mobile devices.
- d. During any in-person safety meetings, avoid gathering in groups of more than 10 people and
- e. At all in-person safety meetings, participants must remain at least six (6) feet apart.

24. All high touch surfaces such as machines, vehicles and other equipment, handrails, ladders, doorknobs, and portable toilets etc. should be disinfected periodically throughout the shift but also at the beginning and end of every shift.

25. Jobsite trailers and break/lunchroom areas will be cleaned at least once per day.

26. 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.

27. Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.

28. Any portable jobsite toilets should be cleaned by the leasing company at least twice per week 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.

29. Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.

30. If an employee has tested positive for COVID-19, the Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that workspace again.

31. The Company will ensure that any disinfection shall be conducted using one of the following:

- a. Common EPA-registered household disinfectant;
- b. Alcohol solution with at least 60% alcohol; or
- c. Diluted household bleach solutions (these can be used if appropriate for the surface).

32. The Company will maintain Safety Data Sheets of all disinfectants used on site.

33. Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.

Protective Measures for Office/Administrative Employees

1. Employees will be required to maintain six feet of social distancing from others at all times.
2. Visual cues, such as decals or tape will be utilized in common areas to show where employees and/or visitors can stand to maintain social distance.
3. In all locations where employees cannot maintain a social distance of 6 feet from others, employees must wear a face covering.
4. When workstations cannot be placed at least 6 feet apart, plastic sneeze guards will be placed around employee workstations to protect employees from coughs or sneezes of other employees.
5. Meetings in the administrative offices must be conducted virtually through video conference or teleconference.
6. High touch surfaces such as door handles, desks, light switches, faucets, toilets, workstations, keyboards, telephones, handrails, printer/copiers, and drinking fountains will be cleaned and sanitized daily, and more frequently if needed.
7. Communal items may be replaced with disposable items or removed from use.
8. Enhanced cleaning and disinfection will be performed after anyone suspected or confirmed to have COVID-19 has been in the workplace.
9. At times, it may be necessary to stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas such as screening areas, break rooms, etc.
10. Visitors will be asked to phone from their cars to inform the administration when they are on-site and will be asked to wait in their cars until they can be let into the building.
11. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
12. Avoid touching your eyes, nose, or mouth with unwashed hands.
34. Employees who sneeze or cough shall do so into a disposable tissue, which shall be properly disposed of in a provided trash receptacle. If a tissue is not available employees should cough or sneeze into the crook of his or her elbow. Immediately wash hands with soap and water for at least 20 seconds, or use hand sanitizer.
13. Avoid close contact with people who are sick.

14. Adequate ventilation will be maintained in all office areas.
 - a. Increase air circulation by opening windows when possible.
 - b. Ensure that personal fans are not located in a position that would direct air from one worker to another.

CHECKLIST #2: FOR USE AS A TOOLBOX TALK
(to be delivered by field supervisor in conjunction with bullet points below)

All Employees

1. Every day prior to coming to work, you must self-monitor for symptoms of Covid-19, including fever, chills, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion/runny nose, nausea or vomiting, diarrhea. If you are symptomatic, stay home and call your physician for further instruction. Do not report to work until released to do so by your doctor, or until you are symptom free for 24 hours without the use of medication.
2. Take your temperature before arriving at work. If you have a temperature of greater than 100.4 degrees, stay home and call your physician. Do not report to work until released to do so by your doctor, or until you are free of fever and other symptoms for 24 hours without the use of medication.
3. If you develop symptoms while you are working, you must immediately put on a mask if you are not already wearing one, and notify your site supervisor.

Employees in the Field

1. Avoid physical contact with others and ensure that they maintain at least six (6) feet of social distance with other employees/contractors/visitors, where possible.
2. To the extent that it is not possible to maintain six feet of separation from others on the jobsite, you must wear a face covering unless doing so presents an additional safety hazard.
3. Do not travel with other persons in crew cab trucks or other vehicles. This applies to all vehicle travel, whether to and from a jobsite, travel to and from lunch, etc. In the event it is necessary for employees to share a vehicle, only two persons may share the vehicle and the passenger must sit at the greatest distance possible from the driver. Both the passenger and driver must wear masks and if possible, open windows to ensure adequate ventilation.
4. All employees must maintain a social distance inside of job trailers. Where the company has identified a maximum occupancy for the trailer, do not exceed the maximum occupancy.
5. Do not congregate with others on the jobsite during breaks or lunchtime.

6. Use an alcohol-based wipe to clean tools before and after each use, if tools are to be shared.
7. If you are the only one using a particular tool throughout your shift, clean it with an alcohol wipe before you begin work and at the end of your shift.
8. Make every effort to operate/drive the same truck or piece of equipment every shift.
9. Wash hands or use hand sanitizer at the following times:
 - a. Before and after work shifts and breaks
 - b. After blowing your nose, coughing, or sneezing
 - c. After using the restroom
 - d. Before eating and before and after preparing food
 - e. After touching objects which have been handled by coworkers, such as tools and equipment
 - f. Before putting on and after taking off work gloves
 - g. After putting on, touching, or removing cloth face coverings
 - h. Before donning or doffing eye or face protection (safety glasses, goggles, etc.)
10. In the event that facilities for hand washing are available, hands should be washed with soap and water for a minimum of 20 seconds. Hands shall be dried on disposable paper towels. The used towels shall be disposed of in a lined trash receptacle which will also be provided.
11. DO NOT throw any trash on the ground.
12. Do not touch your eyes, nose or mouth.
13. If you must sneeze or cough shall, do so into a disposable tissue, and then immediately dispose of the tissue in an appropriate trash receptacle. If a tissue is not available, cough or sneeze into the crook of your elbow. Immediately wash your hands with soap and water for at least 20 seconds, or use hand sanitizer.

Employees in the Office

15. You must maintain six feet of social distancing from others at all times.
16. In all locations where you cannot maintain a social distance of 6 feet from others, you must wear a face covering.
17. Meetings must be conducted virtually through video conference or teleconference.
18. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
19. Avoid touching your eyes, nose, or mouth with unwashed hands.
20. If you must sneeze or cough, you must do so into a disposable tissue, which shall be properly disposed of in a provided trash receptacle. If a tissue is not available you should cough or sneeze

into the crook of your elbow. Immediately wash hands with soap and water for at least 20 seconds, or use hand sanitizer.

21. Avoid close contact with people who are sick.
22. Increase air circulation by opening windows when possible.
23. Ensure that personal fans are not located in a position that would direct air from one worker to another.

BULLET POINTS FOR FIELD EMPLOYEES

- Every day prior to coming to work, you must self-monitor for symptoms of Covid-19. Do not come to work if you are symptomatic.
- Take your temperature before arriving at work. If you have a temperature of greater than 100.4 degrees, stay home and call your physician.
- If you develop symptoms while you are working, you must immediately put on a mask and notify your site supervisor.
- Avoid physical contact with others. Maintain least six (6) feet of social distance.
- When you cannot maintain 6 feet of social distance, you must wear a face covering.
- Do not travel with other persons in crew cab trucks or other vehicles.
- All employees must maintain a social distance inside of job trailers.
- Do not congregate with others on the jobsite during breaks or lunchtime.
- Use an alcohol-based wipe to clean tools before and after each use.
- Make every effort to operate/drive the same truck or piece of equipment every shift.
- Wash hands or use hand sanitizer frequently, and at designated times.
- In the event that facilities for hand washing are available, hands should be washed with soap and water for a minimum of 20 seconds.
- DO NOT throw any trash on the ground.
- Do not touch your eyes, nose or mouth.
- If you must sneeze or cough shall, do so into a disposable tissue, or into the crook of your elbow. Then wash/sanitize hands.