SCGMA COVID-19 Plan – Fillable Form

The following COVID-19 Management Plan has been prepared by our consultant and is being provided by SCGMA for use at your company facility and/or jobsite locations.

Please complete this COVID-19 Management Plan by filling in your company specific information where indicated and make it part of your IIPP. Your COVID-19 management plan may be subject to change based on future information provided by state and federal entities and other public officials.

COVID-19 MANAGEMENT PLAN

COMPANY NAME
[FACILITY LOCATION OR JOBSITE LOCATION]

INTRODUCTION

[COMPANY NAME] takes the health and safety of our employees and visitors seriously and with the spread of COVID-19 a respiratory disease caused by the SARS-CoV-2 virus. [COMPANY NAME] must remain attentive in mitigating the outbreak. Cal/OSHA requires employers take COVID-19 infection control measures in the workplace and this management plan will be used in conjunction with [COMPANY NAME]'s Injury and Illness Prevention Program (IIPP).

The purpose of this plan is to outline the steps that [COMPANY NAME] will take to reduce the risk of exposure to Coronavirus (COVID-19) at
JOBSITE LOCATION/ADDRESS]. This management plan includes various information such as protective measures, screening protocols and steps to take if a worker becomes ill at this site.

RESPONSIBILITIES

All company management, project managers and superintendents must be familiar with this plan and will implement it at this location. Any questions regarding this plan should be directed to the Responsible Person

The Responsible Person in conjunction with company management, project managers and superintendents must:

1. Ensure implementation of all recommended safety and sanitation requirements regarding COVID-19 at the location.
2. Conduct daily written verification to indicate the location is compliant with components of this plan and address any noncompliance with COVID-19 safety protocol.
3. Establish a daily screening protocol for arriving personnel, to ensure that potentially infected individuals do not enter the location.
4. Establish adequate time during the workday to allow for proper worksite cleaning and decontamination including prior to leaving the location for the day.
5. On a regular basis ensure the following:
   -Review of sanitation and hygiene procedures
   -Solicit worker feedback on improving safety and sanitation
   -Convey updated information regarding COVID-19 as needed
6. Ensure the COVID-19 plan is translated as necessary to ensure that all non-English speaking workers are able to understand the document.
7. Post COVID-19 *General Guidelines* (see attachment).

WORKPLACE PROTECTIVE MEASURES

[COMPANY NAME] has instituted protective measures at this location however workers must first familiarize themselves with the signs and symptoms of COVID-19 including:

- ➢ Coughing
- ➢ Sneezing
- ➢ Fever
- ➢ Shortness of breath, difficulty breathing
- ➢ Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose

If a worker develops a fever or symptoms of respiratory illness, such as cough or shortness of breath, they should **NOT GO TO WORK,** or if at work when symptoms occur leave work. They should call their healthcare provider immediately. Likewise, if a worker comes into close contact with someone showing symptoms, their healthcare provider should be called as soon as possible.

GENERAL PROTECTIVE MEASURES

1. Prior to entering the location workers/contractors/visitors may receive a symptom and temperature screening.
2. Any worker/contractor/visitor showing symptoms of COVID-19 will be asked to leave the location and return home.
3. Workers should ask others to keep a personal distance of six (6) feet at a minimum whenever possible.
4. Follow appropriate respiratory etiquette, which includes covering coughs and sneezes.
5. Avoid close contact with people who are sick or may be experiencing symptoms such as coughing, sneezing, etc.
6. Avoid touching eyes, nose, or mouth with unwashed hands.
7. In project offices, only necessary individuals should enter the office and all individuals should maintain social distancing while inside.
8. All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
9. Workers during breaks and lunches should observe social distancing requirements.
10. Frequently wash hands with soap and water and when soap and running water are unavailable, use an alcohol-based hand sanitizer or wipes with at least 60% alcohol.
11. Workers should limit the use of their co-worker's tools and equipment. To the extent tools must be shared, use alcohol-based wipes to clean tools before and after use. Never clean equipment while plugged in.
12. Prohibit workers from using others' phones or desks.
13. Workers are encouraged to minimize ride-sharing.
14. In lieu of using a common source of drinking water, such as a cooler, workers should use individual water bottles.

15. Site deliveries will be permitted but should be properly coordinated in line with minimal contact. Delivery personnel should remain in their vehicles if at all possible. Delivery personnel who need to leave the vehicle should maintain proper distancing (6 feet) and wear face covering.
16. Prohibit gatherings of any size at the location, except for safety meetings or as strictly necessary to carry out tasks.
17. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, consultants and government agency representatives including building and inspectors.

SCREENING PROCEDURES

All workers/contractors/visitors will be screened prior to entering this location. Individuals conducting screening will at a minimum wear face covering, nitrile gloves and eye protection pursuant to CDC recommended guidelines.

1. Screening questions: Has the individual been in contact with a person infected with COVID-19 or who has symptoms, such as fever, cough, or shortness of breath? Has the individual recently or currently experienced any symptom such as fever, cough or shortness of breath?
2. In addition to the screening questions, the individual may also receive a temperature check with a non-contact forehead thermometer.
3. If the visitor answers "yes" to any of screening questions or has a temperature of 100.4 °F or greater, he/she will not be permitted to enter the jobsite.

[COMPANY NAME] will maintain a daily attendance log of all location workers and visitors which includes contact information (i.e. name, address, phone number and email).

FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT

The use of face coverings will minimize if not eliminate the spread of the virus and is required by all workers at this location. The CDC issued recommendations to the general public, including the use of cloth face masks where other social distancing measures are difficult to maintain. The CDC lists the following criteria for "cloth face coverings":

➢ Fit snugly but comfortably against the side of the face be secured with ties or ear loops
➢ Include multiple layers of fabric
➢ Allow for breathing without restriction
➢ Be able to be laundered and machine-dried without damage or change to shape

NOTE: OSHA has not, as of yet, issued any guidance that cloth face coverings are recommended to protect the wearer, or that they are considered PPE. It's also clear that cloth face masks are not considered respirators under OSHA rules. In contrast, a

face covering is a cloth, bandana, or other type of material that covers an individual's mouth and nose.

The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Workers should wear N95 respirators only if required by the work as protection against airborne particulates.

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:

1. Gloves which should be worn at all times while on-site. 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, including latex or nitrile gloves. Workers should avoid sharing gloves.
2. Eye protection which should be worn at all times.

CLEANING AND DISINFECTING

[COMPANY NAME] will institute a housekeeping program at this location and workers performing cleaning duties will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves to complete the following tasks:

1. Offices, restrooms, jobsite trailers and break/lunchroom areas at this location will be cleaned at least once per day.
   -Any trash at this location will be collected frequently.
   -Frequently touched items (i.e. door handles and toilets) will be disinfected regularly using one of the following:
   - Common EPA-registered household disinfectant
   - Alcohol solution with at least 60% alcohol; or
   - Diluted 10% household bleach solution (these can be used if appropriate for the surface).
     NOTE: Material Safety Data Sheets of all disinfectants used will be kept at this location.
2. Hand sanitizer dispensers throughout the location will always be kept filled to the extent possible.
3. Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside.

COMMUNITY REDUCTION PLAN

1. Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
2. Water will be provided by [COMPANY NAME] in single serve containers. Prohibit any sharing of any food or beverage.

EXPOSURE SITUATIONS

In an attempt to protect all our employees, [COMPANY NAME] encourages sick employees to stay home and in addition any workers who exhibit signs of respiratory illness will be sent home from work immediately.

EXHIBITING COVID-19 SYMPTOMS

Individuals who are experiencing symptoms (i.e. frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat or recent loss of taste or smell) at this location should be sent home and/or seek medical care as needed until the following criteria is met:

> ➢ 10 days since symptoms first appeared and
> ➢ 2 days with no fever without the use of fever-reducing medications and
> ➢ Other symptoms of COVID-19 have improved

Note: Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

TESTING POSITIVE FOR COVID-19

Individuals that tests positive for COVID-19 will be directed to self-quarantine away from the workplace and may only return to work when the following criteria are met:

> ➢ 10 days since first positive test and
> ➢ 2 days with no fever without the use of fever-reducing medications and
> ➢ Other symptoms of COVID-19 have improved and
> ➢ There have been no subsequent illnesses and
> ➢ Cleared to return to work by health care provider

If tested positive and subsequently hospitalized, the employee may return to work when directed to do so by their medical care provider. [COMPANY NAME] will require the worker to provide documentation clearing their return to work.

CLOSE CONTACT WITH A TESTED POSITIVE COVID-19 INDIVIDUAL

If a positive test occurs [COMPANY NAME] management will conduct an investigation into co-workers that may have had close contact with the confirmed-positive worker in the prior 14 days and direct those individuals that have had close contact (i.e. defined as six (6) feet for a prolonged period of time) with the confirmed-positive worker to self-quarantine for 10 days from the last date of close contact with the carrier.

If a worker learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 10 days from the last date of close contact with the carrier.

RECORDKEEPING

If a confirmed case of COVID-19 is reported, [COMPANY NAME] will determine if it meets the criteria for recordability and reportability under Cal/OSHA's recordkeeping rule for its employee. Each employer is required to conduct their own recordkeeping for their employees. Cal/OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries.

For purposes of COVID-19, Cal/OSHA also requires employers to immediately report to Cal/OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

OSHA has determined that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

If a worker has a confirmed case of COVID-19, [COMPANY NAME] will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that occur at work but result solely from a non-work-related event or exposure that occurs *outside* of the workplace. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would <u>not</u> be work-related, and thus not recordable.

Further, if an employee has a confirmed case of COVID-19 that is considered work-related, it will be reported to Cal/OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

Attachment
COVID-19 General Guidelines Posting

[FACILITY LOCATION OR JOBSITE LOCATION]
COVID-19 GENERAL GUIDELINES POSTING

[COMPANY NAME] is taking steps to reduce the exposure to COVID-19 (coronavirus) location.

Please implement the following when at the location:

- Prior to entering the location employee/contractor/visitor may receive a symptom and temperature screening prior to entering the project site.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the location and return home.
- Workers must avoid physical contact with others and direct and maintain personal space of at least six (6) feet, where possible.
- Do not touch the face with unwashed hands or with gloves.
- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched objects and surfaces such as machines, shared tools, keyboards, telephones, handrails, machines, and doorknobs.
- Cover the mouth and nose when coughing or sneezing or cough or sneeze into the crook of the arm at the elbow/sleeve.
- Do not enter the workplace if experiencing a fever, cough, or other COVID-19 symptoms. If feeling sick, or have been exposed to anyone who is sick, stay at home.
- Constantly observe work distances in relation to other workers.
- Maintain the recommended minimum six-feet distancing at all times when not wearing the necessary PPE for working in close proximity to another person.
- Do not share phones or PPE.

This location COVID-19 Responsible Individuals are as follows: