

**COVID-19  
Jobsite Safety Plan**

**for**

**[Norkote]**

**at Jobsite [ALL JOB SITES]**

# GENERAL INSTRUCTIONS

## A. Overview

This COVID-19 Plan is an addition to our existing Accident Prevention Plan. It addresses **[Norkote]** and worker's responsibilities to keep ourselves and our communities safe from this virus.

## B. Procedures

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and workers are expected to apply them on the job. The sample forms are to be used if they apply to the job concerned.

## C. Dissemination

A copy of this statement will be issued to all supervisory and management personnel. A copy of the policy statement will be posted on company safety and health bulletin boards and at the following locations:

1. **[Norkote HQ 2330 106<sup>th</sup> St SW Everett WA 98204]**
2. **[ALL JOB SITES]**

## COMPANY POLICY LETTER

### SAFETY AND HEALTH POLICY FOR **[Norkote]**

The purpose of this policy is to increase the already high standard of safety throughout all operations by adding protections related to the COVID-19 outbreak.

This addition to our Accident Prevention Program will continue in effect throughout the reopening.

**[Norkote]** is committed to fulfilling the Construction Restart COVID-19 Jobsite Requirements. We are also committed to keeping ourselves and our communities healthy.

  
Signed, **[Dana Gillet]**

## RESPONSIBILITIES

### A. Management Officials

In this time of crisis and necessary distancing, **[Norkote]** encourages workers and managers to communicate without face to face contact as often as possible. To that end, all managers must have their cell phones on their person with the ringer turned on while they are at work. Managers should provide their cell phone numbers to their team members and encourage calls whenever a question arises that can be resolved over the phone.

### B. Supervisors

In addition to the standard safety supervision, our company must designate a COVID-19 Supervisor who is responsible for monitoring the health of workers and enforcing this Jobsite Safety Plan.

*[If your jobsite is a single-family residential site AND there are 7 or fewer people at the site at one time, your COVID-19 Supervisor does not have to be on site at all times. Otherwise, a COVID-19 Supervisor must always be at the jobsite when work is happening. The COVID-19 Supervisor may be doing normal work on the site as well.]*

**[Foreman- Designated at Job Site]** and **[Norkote's ISS Safety Professional, Angela Kinderis]** are COVID-19 Supervisors for this site.

### C. Workers

Observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments.

## **EXPOSURE CONTROL – ILLNESS AT THE WORKSITE**

### **A. Identification of Illness**

1. All workers must be screened at the beginning of their shift by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
2. Thermometers used to take temperature shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use.
3. If a worker has symptoms of an acute respiratory illness, such as fever, cough, or shortness of breath, they must stay home and not come to work for at least a week and not before they have been symptom-free for at least 72 hours, without the use of any medication.
4. The COVID-19 Supervisor has the authority to send someone who is exhibiting symptoms of an acute respiratory illness home.
5. Any worker or manager on this jobsite must seek medical care and inform their Supervisor if they have an acute respiratory illness.
6. If a family member has a confirmed case of COVID-19, workers and managers must notify their Supervisor. That worker must stay home. For a full list of recommendations, see the Washington Department of Health Home Isolation Guidance, available at:  
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf>
7. If a worker or manager tests positive for COVID-19, they should not return to work until they receive a release from a medical practitioner.
8. If a worker believes it is not safe to work, the worker shall be allowed to leave. Payment will be governed by the Families First Coronavirus Response Act expanded family and medical leave requirements.
9. Workers coming from states that do not share a border with Washington must self-quarantine for 14 days before working on the jobsite or receive a negative COVID-19 test in the State of Washington.

### **B. Documentation and Reporting**

1. OSHA deems COVID-19 a reportable illness, that should be recorded in OSHA 300 log, requiring a Form 301 and the incident investigation report form. This will only be done if an employee has a confirmed case that, after appropriate assessment, is deemed work-related.
2. If a worker at this jobsite has a confirmed case of COVID-19, all workers who may have been exposed will be notified. However, the identity and any other information related to the infected worker will not be disclosed. Workers who receive a notice of exposure must follow the CDC's recommendations for

community exposure, available at: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

## **MITIGATION – SAFETY BULLETIN BOARD**

The following items are required to be posted:

1. COVID-19 Safety Requirements.
2. Coronavirus Prevention General Requirements.
3. Signed copy of this Jobsite Safety Plan.
4. CDC Recommendations on Hand Hygiene.

## **MITIGATION – WORK CREW SAFETY MEETINGS, COVID ADDITIONS**

### **A. Purpose**

To add training on the special COVID-19-related safety measures that are currently necessary.

### **B. Procedures**

In addition to the required weekly trainings, the following guidelines will be followed for COVID-19 training:

- a. Trainings are held at the beginning of each job, on the first day of returning to work after the ‘Stay home, Stay Healthy’ order, and at least weekly thereafter.
- b. Training will also be provided on the first day at work, or back at work, for any worker.
- c. Attendance at these trainings will be taken orally, with only the trainer writing down names of those in attendance to avoid pen-sharing.
- d. Social distancing must be maintained during these trainings, and at all other times on the job site.

### **C. Scope of Activities**

1. Educate workers on how to use PPE.
2. Educate workers on hand washing requirements.
3. Educate workers on social distancing requirements.
4. Accept and evaluate worker suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

## D. **Documentation**

The sample form training guide for workers is available to assist in documenting activities of crew/leader meetings. There is also a Safety Meeting Notice form to print and copy to announce your next safety meeting.

## **MITIGATION – GENERAL COVID-19 SAFETY RULES FOR WORKERS**

**Note to employers: if you cannot make available all the PPE mentioned below available, the site must be closed.**

### **COVID-19 Site Supervisor**

1. A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single-family residential job sites with 6 or fewer people on the site. The name and contact information for the site specific COVID-19 Supervisor must be clearly displayed on all jobsite COVID-19 required postings.

### **COVID-19 Safety Training**

2. A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.

3. Attendance will be communicated verbally and the trainer will sign in each attendee.

### **Social Distancing**

4. Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be thoroughly reviewed by all workers performing the work prior to commencing those tasks.

5. Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.

6. Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.

7. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.

### **Personal Protective Equipment (PPE) – Employer Provided Gov. Jay Inslee’s Construction Working Group Recommendations 5/12/2020 (Updated 1/11/2021)**

8. Appropriate eye protection for all hazards must be worn at all times by every employee while on the worksite.

9. If appropriate PPE cannot be provided, the work is not authorized to commence, recommence, or the site must be shut down.

### **Sanitation and Cleanliness**

10. Hand-washing stations, with soap and running water, shall be abundantly provided on all job sites for frequent handwashing. When running water is not available, portable washing stations, with soap, are required.

11. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.

12. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.

13. Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

14. Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.

15. Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.

16. Shared tools and other equipment must be wipe sanitized between users.

17. When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.

18. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

### **Employee Health/Symptoms**

19. Create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.

20. Have employees inform their supervisors if they have sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.

21. Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.

22. Ask employees to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

23. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.

24. Failure of employees to comply will result in employees being sent home during the emergency actions. For example, if an employee refuses to wear the appropriate facial covering they would be sent home.

25. Any worker performing construction craft work in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington. As an alternative to the quarantine provisions of this section, any worker performing construction craft work entering the state from a non-contiguous state, shall be considered eligible for work upon receipt of negative test results for COVID-19 administered within Washington State. If the individual leaves Washington State and returns to perform additional work, they must be retested and receive another negative result before resuming work.

26. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).

**No jobsite may operate until the contractor can meet and maintain all requirements, including providing materials, schedules and equipment**

## **SAFETY DISCIPLINARY POLICY**

Regardless of the existing safety disciplinary policy, failure of a worker to comply with this COVID Safety Policy will result in the worker being sent home, with or without pay, during the emergency actions.

## MITIGATION – COVID-19 SAFETY RULES FOR **[Norkote]**

**Note to employers: if you cannot disinfect common areas, the jobsite must be shut down.**

1. Any visitors to the site must be recorded in a Visitor's Log, which must be retained for at least 4 weeks.
2. To the extent possible, only one trade or subcontractors will be on the jobsite at one time. Social distancing of 6 feet is required for trades and subcontractors as well.
3. **[Norkote]** will provide enough Cloth Face Coverings, gloves, and eye protection for all workers.
4. **[GC or Norkote]** will provide ample soap and handwashing stations with running water. *[When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.]*
5. **[GC or Norkote]** will provide disinfectant and cleaning supplies throughout the worksite.
6. **[GC or Norkote]** will direct a worker to disinfect communal surfaces frequently.
7. **[GC or Norkote]** will provide trash cans throughout the site.
8. **[GC or Norkote]** will provide at least 1 handwashing station per 5 toilets.

## EXPOSURE RESPONSE PROCEDURE

1. If a worker is confirmed to have COVID-19, **[Norkote]** will inform fellow workers of their possible exposure to COVID-19 in the workplace, without breaching the infected worker's confidentiality as required by the Americans with Disabilities Act.
2. Any worker who receives such a notice must follow [Public Health Recommendations for Community-Related Exposure](#).
3. If a worker has a family member sick with COVID-19, that worker must stay home.
4. If a worker reports feeling sick and goes home, the area where that person worked will be immediately disinfected.

## POST-EXPOSURE RECOVERY PLAN

1. After a worker with a confirmed case of COVID-19 has left the worksite, all areas where that person worked must be thoroughly disinfected.
2. **[GC or Norkote]** will provide ample disinfectant and cleaning supplies for this purpose.
3. **[GC or Norkote]** will direct a worker to perform this cleaning while wearing long sleeves, gloves, a cloth face covering, and eye protection.
4. Supervisors will encourage workers to monitor their own wellness and to stay home if any symptoms arise.

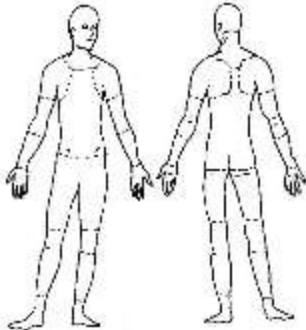
## **APPENDICES**

Appendix A 1-3:	Incident Investigation Report Form	3 pages
Appendix B 1-5:	Construction COVID-19 Safety Requirements	5 pages

### Incident Investigation Report Form

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness.)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report

Step 1: Injured employee (complete this part for each injured employee)		
Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)  	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary  Months with this employer:  Months doing this job:  (e.g.: nervous, respiratory, or circulatory systems)

Step 2: Describe the incident	
Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
<p>Unsafe workplace conditions: (Check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inadequate guard</li> <li><input type="checkbox"/> Unguarded hazard</li> <li><input type="checkbox"/> Safety device is defective</li> <li><input type="checkbox"/> Tool or equipment defective</li> <li><input type="checkbox"/> Workstation layout is hazardous</li> <li><input type="checkbox"/> Unsafe lighting</li> <li><input type="checkbox"/> Unsafe ventilation</li> <li><input type="checkbox"/> Lack of needed personal protective equipment</li> <li><input type="checkbox"/> Lack of appropriate equipment / tools</li> <li><input type="checkbox"/> Unsafe clothing</li> <li><input type="checkbox"/> No training or insufficient training</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Unsafe acts by people: (Check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating without permission</li> <li><input type="checkbox"/> Operating at unsafe speed</li> <li><input type="checkbox"/> Servicing equipment that has power to it</li> <li><input type="checkbox"/> Making a safety device inoperative</li> <li><input type="checkbox"/> Using defective equipment</li> <li><input type="checkbox"/> Using equipment in an unapproved way</li> <li><input type="checkbox"/> Unsafe lifting by hand</li> <li><input type="checkbox"/> Taking an unsafe position or posture</li> <li><input type="checkbox"/> Distraction, teasing, horseplay</li> <li><input type="checkbox"/> Failure to wear personal protective equipment</li> <li><input type="checkbox"/> Failure to use the available equipment / tools</li> <li><input type="checkbox"/> Other: _____</li> </ul>
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
<p>Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes, describe:</p>	
Were the unsafe acts or conditions reported prior to the incident? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Have there been similar incidents or near misses prior to this one? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

<b>Step 4: How can future incidents be prevented?</b>	
What changes do you suggest to prevent this injury/near miss from happening again?	
<input type="checkbox"/> Stop this activity <input type="checkbox"/> Guard the hazard <input type="checkbox"/> Train the employee(s) <input type="checkbox"/> Train the supervisor(s)	
<input type="checkbox"/> Redesign task steps <input type="checkbox"/> Redesign work station <input type="checkbox"/> Write a new policy/rule <input type="checkbox"/> Enforce existing policy	
<input type="checkbox"/> Routinely inspect for the hazard <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Other: _____	
What should be (or has been) done to carry out the suggestion(s) checked above?	
Description continued on attached sheets: <input type="checkbox"/>	

<b>Step 5: Who completed and reviewed this form? (Please Print)</b>	
Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

# Construction COVID-19 Job Site Requirements

***All construction, including those activities for which social distancing may not be maintained and the start of new construction projects, is authorized to resume. Adherence to the health and safety points below will be strictly enforced.***

**Prior to commencing work all contractors are required to develop for each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan.** The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project wide recovery plan. **The plan must also include a Job Hazard Analysis (JHA)**, including a list of engineering controls and proper Personal Protective Equipment (PPE), for all jobsite activities defined by Washington State Department of Labor & Industries (L&I) as medium and high transmission risk.

**A copy of the COVID-19 exposure control, mitigation, and recovery plan must be available on each job site during any construction activities** and available for inspection by state and local authorities. Workers must be trained on the safety protocols listed below before the activity begins.

**All contractors have a general obligation to keep a safe and healthy worksite in accordance with state and federal law and must comply with the following COVID-19 worksite-specific safety practices**, as outlined in Gov. Jay Inslee’s “Healthy Washington – Roadmap to Recovery” Proclamation 20-25.12 (et seq.), and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, “each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter.”

All contractors must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer’s COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.

- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee not working alone (with no chance of human interaction) on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions>.

#### **COVID-19 Site Supervisor**

1. A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single-family residential job sites with 6 or fewer people on the site. The name and contact information for the site specific COVID-19 Supervisor must be clearly displayed on all jobsite COVID-19 required postings.

#### **COVID-19 Safety Training**

2. A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.

3. Attendance will be communicated verbally and the trainer will sign in each attendee.

### **Social Distancing**

4. Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be thoroughly reviewed by all workers performing the work prior to commencing those tasks.

5. Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.

6. Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.

7. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.

### **Personal Protective Equipment (PPE) – Employer Provided**

8. Appropriate eye protection for all hazards must be worn at all times by every employee while on the worksite.

9. If appropriate PPE cannot be provided, the work is not authorized to commence, recommence, or the site must be shut down.

### **Sanitation and Cleanliness**

10. Hand-washing stations, with soap and running water, shall be abundantly provided on all job sites for frequent handwashing. When running water is not available, portable washing stations, with soap, are required.

11. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.

12. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.

13. Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

14. Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.

15. Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.

16. Shared tools and other equipment must be wipe sanitized between users.
17. When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.
18. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

### **Employee Health/Symptoms**

19. Create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
20. Have employees inform their supervisors if they have sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
21. Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
22. Ask employees to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
23. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
24. Failure of employees to comply will result in employees being sent home during the emergency actions. For example, if an employee refuses to wear the appropriate facial covering they would be sent home.
25. Any worker performing construction craft work in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington. As an alternative to the quarantine provisions of this section, any worker performing construction craft work entering the state from a non-contiguous state, shall be considered eligible for work upon receipt of negative test results for COVID-19 administered within Washington State. If the individual leaves Washington State and returns to perform additional work, they must be retested and receive another negative result before resuming work.
26. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).

**No jobsite may operate until the contractor can meet and maintain all requirements, including providing materials, schedules and equipment required to comply.**

These COVID-19 job site safety practices are required as long as the “Stay Home, Stay Healthy” Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state or local regulatory agency. All issues regarding worker safety and health are subject to enforcement action under L&I’s Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I’s Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).
- General questions about how to comply with the agreement practices can be submitted to the state’s Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.
- All other violations related to Proclamation 20-25 can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.