Best Practices Toolkit for Maine Contractors on Prevention and Response to COVID-19

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www.agcmaine.org/covid19
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Notice: The information contained in this best practices toolkit is based on the hard-work of AGC Chapters including: Oregon-Columbia, Houston Chapter, The Builder’s Association, Milwaukee Tools, AGC America, Maine CDC, CDC, OSHA

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AGC Maine Toolbox Talk Safety Meeting
COVID-19 (Corona Virus)

What are the symptoms of COVID-19?
- Symptoms for COVID-19 include fever/chill, shortness of breath, dry cough, sore throat, chills, muscle soreness and in some cases digestive issues
- Symptoms usually appear 7-14 days.
- During the first few days to 14 days it might feel like common cold or flu, with a fever. Many patients develop fevers, in China 88% who had COVID-19 had a fever.
- Some cases have digestive issues early, but this is a respiratory issue.

How does COVID-19 spread?
- It is thought to spread mainly from person to person through coughing or sneezing. It may also spread when people touch something with the virus on it then touch their mouth, nose, eyes.

How severe is the illness associated with COVID-19?
- The majority of cases, 80% as of February 20, 2020 data, were considered Mild-Moderate. 14% were severe and 6% were critical.
- A mild case is not like a mild cold, they will be more severe, anything in this category of Mild, will not require oxygen.
- By Day five patients with pre-existing conditions might find trouble breathing.

How do I Protect Myself and Others?
- Practice good hygiene.
- Wash your hands often and as described by Maine’s CDC director, “the way you would wash your hands if you cut up a bag of jalapeno peppers and needed to take out your contact lenses.”
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick, practice “social distancing” generally 6 feet perimeter where possible.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe, vehicle door handles, tools, touch points on equipment.
- If soap and water are not readily available, use an alcohol-based hand sanitizer.
- Reduce exposure by bringing your lunch, snacks, instead of going out to a store daily.
- If you cough or sneeze, please use a tissue or elbow.
- Do not shake hands.
- Reduce all meetings, keep a 6’ distance, no meetings greater than 10 people.

STAY HOME IF YOU ARE SICK.

Note: Guidance for this Talk, OSHA, Maine CDC, CDC, Maine Health.
COVID-19 Job Site Practices

All contractors should incorporate COVID-19 transmission and prevention into all job hazard analyses (JHAs) and pre-task safety planning for all aspects of the work. This tool is provided solely as a guideline for contractors and is not to be relied upon to prevent the spread or transmission of COVID-19, or prevent a safety violation from being issued by a jurisdictional authority. This is not legal advice. Contractors should continually evaluate the specific hazards at their job sites along with the Centers for Disease Control and Prevention (CDC) recommendations to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or transmission of COVID-19.

Worker Personal Responsibilities

• Employees need to take steps to protect themselves. Refer to CDC guideline: How to Protect Yourself.

• If employees have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath), they must stay home and not come to work until cleared by a Doctor, without the use of medicine, or as recommended by the CDC. Refer to CDC guideline: What To Do if You Are Sick.

• Employees must notify their supervisors and stay home if they are sick. They must consult medical attention if they develop symptoms of acute respiratory illness. Refer to CDC guideline: What To Do if You Are Sick.

Social Distancing

• Work in occupied areas should be limited to only those tasks that are strictly necessary. Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).

• When possible, limit out-of-office meetings and replace them with phone or online meetings.

• Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time to less than 10 people. During breaks, keep a 6’ distance.

• Bring your lunch and snacks to reduce daily contact with stores.

• Subcontractor foremen and project managers should communicate with their general contractors about prohibiting large gatherings (currently no more than 10 people) on the job site, such as the all-hands meeting and all-hands lunches.

General Job Site / Office Practices

• Employers should reference the CDC’s Interim Guidance for Businesses and Employers. Employers should check CDC recommendations frequently and update JHAs and safety plans accordingly. Employers should consider designating a representative to monitor for signs of illness in the workplace, and if someone is showing symptoms, ask them to leave. They should NOT be allowed to enter any occupied area before leaving.

• Employers should consider designating a representative to take employees’ temperatures with a digital forehead thermometer that is disinfected appropriately between applications. Note that some people with COVID-19 may not have a fever, so this should not be the only means of detection.
• If an employee is well but has a family member at home with COVID-19, they should notify their supervisor. Refer to [CDC guidance for how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html).

• If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans With Disabilities Act (ADA). Ask the affected employee to identify those other employees whom he/she came into contact with before the employee departs. Employees who worked in close proximity (3- to 6-feet) to a coworker with confirmed COVID-19 should also be sent home and referred to [CDC guidance for how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html).

• Attendance at safety meetings should be communicated verbally and the foreman/superintendent will sign in each attendee. Contractors should not pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.

• iPad and mobile device use should be limited to a single user and cleaned regularly.

**Personal Protective Equipment (PPE)**

• Gloves: Gloves 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 gloves.

• Eye protection: Eye protection should be worn all times while on site.

• The CDC is currently not recommending that healthy people wear face masks. On March 17, 2020, the government asked all construction companies to donate N95 face masks to local hospitals and forego future orders for the time being. Contractors should continue to provide and direct employees to wear face masks if required by the work.

**Sanitation and Cleanliness**

• Promote frequent and thorough hand washing with soap and running water for at least 20 seconds. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline: When and How to Wash Your Hands. All workers should wash hands often, especially before eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing. Workers should refrain from touching their face.

• All sites should have hand washing stations readily available to all workers on site. If you have a large site, get a hand washing station from your portable job site toilet provider.

• Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities.

• All workers should wash hands before and after entering any unit, as well as regularly and periodically throughout the day.

• Some job sites may have access to hot water for hand washing. If this is an option, please get permission from the facility owner to use their sink and disinfect frequently.

• If on a remote project, fill an Igloo-type water cooler with water (hot water, if available) and label “hand washing only.” This is a good option for vehicles as well. The CDC has posters and fact sheets available for posting.
- Subcontractor foremen and project managers shall communicate with their general contractor as to what steps the general contractor is taking to provide adequate sanitary/handwashing facilities on the project.

Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline: Clean & Disinfect. o Disinfectant wipes should be available and used to wipe down any surfaces (door-knobs, keyboards, remote controls, desks) that are commonly touched periodically each day.

- Portable job site toilets should be cleaned by the leasing company at least twice per week (disinfected on the inside). Double check that hand sanitizer dispensers are filled—if not, fill them. Frequently touched items (i.e., door pulls and toilet seats) should be disinfected frequently, ideally after each use.

- Job site offices/trailers and break/lunchrooms must be cleaned at least twice per day.

- Employees performing cleaning will be issued proper PPE, such as nitrile gloves and eye or face protection as needed.

- Maintain Safety Data Sheets (SDS) of all disinfectants on site.

- Employers should provide tissues and encourage employees to cover their noses and mouths with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Refer to CDC guideline: Coughing & Sneezing.

- Any trash from the trailers or the job site should be changed frequently by someone wearing gloves. After changing the trash, the employee should throw the gloves away and wash their hands.

- Avoid using pressurized air or water sprays that might result in the generation of bioaerols.

- Do not use common water coolers, use bottled water.

- Instruct workers to change clothes prior to entering their house, and to wash clothes in hot water.

- Do not share tools, and if necessary sanitize first.

- Clean all job trailers daily.

- Employees should be encouraged to travel alone whenever possible, reduce carpooling.

**Job Site Visitors**

- Restrict the number of visitors to the job site, including the trailer or office. Post a restricted access Notice, with contact phone number outside office trailers, your general office or wherever available onsite. Lock doors.

- All visitors should be screened in advance. If the visitor can answer “yes” to any of the following questions (without identifying which question applies), the visitor will not be permitted to access the facility.
  - Have you been asked to self quarantine since December 2019?
  - Have you been in close contact with any person(s) who has been asked to self quarantine since December 2019?
  - Have you experienced a recent onset of any illness related symptoms, such as fever, cough, or shortness of breath?
  - Have you traveled outside of North America in the past 14 days?
  - Have you been in close contact with any person(s) who has traveled outside of North America in the last 14 days?
  - Have you been in close contact with any person(s) who has been diagnosed with COVID-19?
Workers Entering Occupied Buildings and Homes

Many contractors and service technicians perform construction and maintenance activities within occupied homes, office buildings, and other establishments. Although these are not large job sites, these work locations present their own unique hazards with regards to COVID-19 exposures. Plumbers, electricians, and heating, ventilation, and air conditioning (HVAC) technicians are examples of these types of workers. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.

- Require the customer to clean and sanitize the work area prior to the workers’ arrival on site.
- Technicians should sanitize the work areas themselves upon arrival, throughout the workday, and immediately before departure. Refer to CDC guideline: Clean & Disinfect.
- Require customers to keep household pets away from work area.
- Ask that occupants keep a personal distance of 10 feet at minimum.
- Do not accept payments on site (no cash or checks exchanged). Require electronic payments over the phone or online.
- Workers should wash hands immediately before starting and after completing the work. Refer to CDC guideline: When and How to Wash Your Hands.

Construction Offices

- Post a notice on public and employee entrances to your office, include a contact name and phone number.
- Change your in-person meetings, internal or external to video conferences or phone conferences.
- Allow remote work where ever possible.
- Encourage all employees to bring lunch, reduce daily person to person interaction.
- Assign individual(s) to communicate your policy, news and changes to daily routines.
- Assign at least one individual to review CDC, Maine CDC and Association news related to COVID19 and communicate to your leadership team daily.
- Use the COVID-19 toolbox talk on every jobsite.
- Use posters to communicate handwashing, social distancing and sick policies.
- Assign an individual to provide information on resources such as local food delivery, at-home
- For any supply chain disruptions, ask everyone to keep detailed notes, report issues to an internal contact immediately. Recordkeeping is essential.
Wash your hands like you cut up a bag of jalapeno peppers and needed to take out your contact lenses.-Maine CDC

#together
Bag it.

Bring your lunch to work to reduce daily trips to convenience stores.

CDC recommends social distancing of 6 feet and no gatherings of more than ten people. So, stagger your lunch times, don’t sit together, and bring a brown bag lunch.

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Visit www.agcmaine.org/covid19
Phone 207-622-4741
team@agcmaine.org
We are working, our doors are locked to protect our team during this crisis. To enter, or setup virtual meeting use this contact information.

Phone Number: Contanct Name

For Deliveries, please follow these instructions:

If you have been sick, quarantined, or exposed to COVID 19, please return home.

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Visit www.agcmaine.org/covid19
Phone 207-622-4741
team@agcmaine.org
FEELING SICK?
Stay home. Call your supervisor ASAP.

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CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

Should a tool need to be cleaned that does not have blood or visible bodily fluids on it, Milwaukee® recommends the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control (“CDC”), OSHA, and those of State and Local health departments. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn’t be used.
- Milwaukee® does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

CLEANING OPTIONS:

1. MILD SOAP & REST
   - If no blood was present on the product, it can be cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.
   *Recommended for batteries

2. MILD SOAP & DILUTED BLEACH SOLUTION
   - If no blood was present on the product, it can be cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution, which is consistent with CDC advise. The full diluted bleach cleaning procedure can be found below.
   *Not recommended for batteries

PROCEDURE

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water

NOTE: If blood was on the product, advance cleaning is needed. Follow established Bloodborne Pathogen protocols for your business. Under OSHA requirements, anyone required to perform this type cleaning should be trained in Bloodborne Pathogens and the use of the necessary PPE for this work.
Proactive Measures for Addressing COVID-19

Pre-screening Questionnaire

Employers should ask the following questions to all employees, visitors and vendors prior to allowing access to the workplace and/or jobsite.

1. Have you traveled to an area with known local or international spread of COVID-19 in the past 14 days? Yes  No

2. Have you, or anyone in your family, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.? Yes  No

3. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days? Yes  No

4. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing? Yes  No

*NOTE: If an employee, visitor or vendor answer ‘Yes’ to any of the above questions, ask them to leave the workplace or jobsite immediately and seek medical evaluation. In addition, you should strongly consider following the tips below.

Preventing and Responding to a Suspected or Confirmed Positive Case of COVID-19

Prevention

If you have not had a suspected or confirmed case of COVID-19 in your workplace or on your jobsite, you are encouraged to take the following steps.

1. Implement a policy for early reporting of signs or symptoms of COVID-19. Doing so can assist with preventing the spread of the disease if the employee is a confirmed case.
   a. If an employee displays signs or symptoms of COVID-19, immediately remove them from the workplace or jobsite.
2. Educate your employees on how to protect themselves as outlined by CDC.
4. Practice social distancing (maintaining a safe distance of at least six (6) feet from others) as much as practical.
5. Require sick employees to stay at home.
Responding to a Suspected Case of COVID-19

If you have a suspected or confirmed case of COVID-19, you are encouraged to take the following steps.

1. Remove the infected, or potentially infected, employee from the workplace or jobsite: Before the employee departs, ensure you have a full list of affected employees who should be sent home (i.e., individuals who worked in close proximity (three to six feet) with them in the previous 14 days). For suspected cases, take the same precautions and treat the situation as if the suspected case is a confirmed case for purposes of sending home potentially infected employees.

2. Contact the local public health department. If you have a suspected or confirmed case of COVID-19, you should contact the local public health department to report the situation and to get any advice from the department on steps to take to handle the situation.

3. Ensure a medical evaluation is completed: The employee should contact their primary care physician to discuss the symptoms that they are experiencing and follow any orders given.

4. Investigate: Just as you would investigate a workplace injury (i.e., slip and fall), you must do the same for COVID-19, suspected or confirmed cases, and document your investigation. Investigating will also assist with the determination of work-relatedness of the confirmed case or exposure.

5. COVID-19 can be a recordable illness if a worker is infected as a result of an event or exposure in the work environment. However, employers are only responsible for recording cases of COVID-19 if all of the following are met:
   • The case is a confirmed case of COVID-19 (see CDC information on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
   • The case is work-related, as defined by 29 CFR 1904.5; and
   • The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g., medical treatment beyond first-aid, days away from work).

   • Identify corrective actions: These items will include what measures should be put into place to prevent further spreading of the virus on the jobsite or in the workplace as well as future occurrences. Such measures may include the cleaning and sanitizing of the work area(s) and/or tools (hand and power) as well as reinforcing the guidelines for prevention outlined by CDC with others in the workplace and on the jobsite.

   • Establish a procedure to follow up: Communicate with both affected and non-affected employees on the status of the suspected or confirmed COVID-19 case, but do not communicate the name of affected individuals or specific medical diagnoses. Where there is a confirmed case of COVID-19, affected employees should be notified and encouraged to seek medical attention. If a suspected case tests negative, affected employees should be notified and encouraged to return work.