



# COVID-19 Jobsite Safety

Best practice resource for **Construction**

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Construction companies must create a safe working environment that gives workers confidence to perform work, and partners confidence to visit. Making safety a priority and taking care of your team are critical to your company's ability to thrive in the era of COVID-19. In this guide, we'll cover:

**01 Put safety first**

**02 Ready your employees**



# 01. Put Safety First

Review and implement these best practices to protect employees, partners, and visitors at your jobsite from COVID-19 and prevent spread. Here's what we suggest you do:



## Establish your ongoing cleaning plan

- Review [OSHA](#) and [CDC](#) guidelines for **detailed guidance** and disinfecting how-to's.
- **Order cleaning supplies** and [EPA-approved](#) disinfectants and maintain at least a 30-day inventory.
- Create an **ongoing cleaning schedule for all areas** (e.g. portable toilets, eating areas).
- **Identify and clean high-touch surfaces** such as handrails, door handles, and locks. If surfaces are dirty, clean them with soap before disinfecting.
- **Provide hand washing / sanitizer facilities**, preferably touchless, at easily accessible areas on the jobsite. If access to running water is not possible, **provide hand sanitizer** with at least 60% ethyl alcohol.
- Follow **OSHA/HIOSH guidelines** for proper labeling, use and storage of chemicals.
- Have an enhanced cleaning plan ready should a **positive COVID-19 case** be reported.



## Create appropriate PPE & physical distancing rules

- **Require workers to wear appropriate PPE** like face masks, goggles, impermeable gloves, and face shields when on the jobsite. Review [OSHA's latest guidance for construction](#) companies on safety/prevention.
  - **Note about cloth face masks:** While wearing cloth face coverings is a public health measure intended to reduce the spread of COVID-19 in communities, it may not be practical for workers to wear a single cloth face covering for the full duration of a work shift (e.g., eight or more hours) on a construction site if they become wet, soiled, or otherwise visibly contaminated during the work shift. If cloth face coverings are worn on construction sites, employers should provide readily available clean cloth face coverings (or disposable facemask options) for workers to use when the coverings become wet, soiled, or otherwise visibly contaminated.
  - **Note about N95 facepieces:** N95 masks and other air purifying respiratory protection are regulated by OSHA and should be reserved for work that requires its use. Ensure that Exposure Control Plans (ECPs) have been completed for respiratory hazards and that employees who need a respirator (N95 or other) have been medically cleared, fit tested, and trained on respirator use.
- Require visitors to **wear a mask** and agree to your health and safety guidelines before entering a jobsite.
- **Post signage** to communicate key distancing rules (minimum 6 feet) and reminders in areas where workers may gather like eating areas, hand wash stations, or trailers.
- If possible, designate **one location for deliveries** and ask your delivery person/vendors to remain in their vehicles. Disinfect all packages and supplies and keep them outside upon arrival.



## Adapt operations for social distancing and minimize contact

- **Designate specific entry areas** at the jobsite to ensure pre-work health-assessments are completed before work begins. If possible, use separate entrance and exits to minimize contact and control traffic.
- Toolbox talks and **meetings should be kept short** and in **small groups**, no more than 10 people. Observe social distancing with at least 6 feet between people during meetings.
- **Use walkie-talkies** or other communication tools to facilitate remote engagement.
- **Implement social distancing policies at choke points** where workers are forced to stand together, such as hallways, hoists and elevators, ingress and egress points, break areas, and buses.
- **Add floor markers** in shared spaces like eating areas, hand wash stations, lifts, and trailers.
- **Stagger shifts or divide crews physically**, e.g. assign a groups ton specific floors, program elevators to only stop at specific floors, to minimize contact.
- **Install barriers** to prevent transmission of airborne particles that may carry the virus e.g. plexiglass or get creative with economical barriers like clear, thick plastic between work spaces.



## Determine handling of shared materials & limit access to common areas

- **No sharing of PPE, food or drink** allowed on the jobsite.
  - **Remove water containers** and encourage workers to bring and label their own personal water containers.
  - **Remove or limit use of ice machines.** If ice machines are used, limit use to certain times (breaks) and use gloves when handling ice.
  - **Limit sharing equipment** like cell phones, office supplies, tools and equipment. If sharing items is necessary, **provide clear directions** about how to clean shared-use equipment.
  - **Ask workers to minimize ride-sharing** if they are unable to maintain 6 feet distance within the vehicle.
  - **Determine standards** for using shared areas like elevators, eating areas, and trailers.
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## 02. Ready your employees

Businesses everywhere have felt the impact of COVID-19 on their teams. Review these points to make sure your employees are informed and trained on new processes. Take this opportunity to set expectations, ask for their commitment, and rally your team to support your business goals.

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### Energize and build trust with your people



- Reconnect employees to your **culture and brand values**.
- **Address employee concerns** with compassion and confidence.
- **Confirm schedules, salaries, benefits and HR policies** and highlight/explain changes.
- **Proactively seek feedback** from employees and include them to brainstorm solutions.
- **Revisit HR and safety policies**, focusing on the most vulnerable groups, such as temporary workers, people with disabilities, single parents or those who lack adequate health benefits.
- Find creative ways to **support employee well-being** during this crisis.

### Clearly communicate and train staff on your “new normal”



- Communicate **clearly, early, often, and with compassion**.
- **Find alternatives to in-person meetings**, like communication boards, walkie-talkies, text, or video.
- Make it clear that workers **should not come to work if they have symptoms or are ill**.
- Before work, require employees to **self-evaluate their health**. Require daily sign-ins to certify that they are healthy to work and [post a notice](#) at the jobsite entrance to remind employees. Consider temperature checks if practical.
- **Provide training** for workers on hygiene and proper donning, using and doffing PPE. Implement procedures and training for workers entering home environments or occupied buildings, to make sure they are wearing appropriate PPE and practicing good hygiene and safety precautions.
- **Create a COVID-19 Job Hazard Analysis (JHA)** clearly identifying tasks, hazards, and hazard abatements for any task requiring employees to wear PPE and provide appropriate training.
- **Review expectations** for routine cleaning and sanitizing of high-touch areas.
- Remind your employees to **maintain social distancing rules** while on the jobsite. Point out easy markers like a 6-foot work table or demonstrate with a measuring tape.
- Remind employees to **not share PPE, water and food**. As much as possible, **limit sharing** of tools, office supplies, and equipment on the jobsite.
- Clearly communicate **expectations for mask/PPE use/disposal** and **consequences** for not abiding. Discuss **who/how to handle visitors** who don't want to wear masks or abide by the social distancing and safety guidelines on the jobsite.
- Educate employees on your **plan for handling suspected/confirmed cases** of Covid-19 and what steps they should take if they experience symptoms or feel sick.

### Prepare & post signage!



- [Post a notice](#) on **entrances** that no one with Covid-19 symptoms are permitted to enter.
- **Use floor markings** and **physical barriers** to remind workers to practice social distancing.
- **Post signs in eating and any areas workers may congregate** to maintain safety and social distancing guidelines. At **restrooms, hand wash areas, kitchen and any common areas**, post

signs reminding workers to wash hands properly and often.

### **A Note from ProService Hawaii:**

The workplace has changed, it will not be business as usual. Our "new normal" will look very different from what we've known it to be. Recovery will require new business models and revenue streams, new staff relations, new relationships with our business partners, suppliers, landlords and clients. It will take a long time to arrive at our "new normal." Anticipating and preparing for this new business environment will take innovation, patience, and a whole lot of grit. **You've got this.**

## **Sources:**

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- [COVID-19 Guidance for the Construction Workforce](#), OSHA
- [COVID-19 Control and Prevention for Construction Work](#), OSHA
- [Hawaii Construction Industry Sample Jobsite Policy](#), BIA, GCA, and PRP
- [Businesses and Workplace Guidance](#), Center for Disease Control
- [Cleaning and Disinfecting](#), Center for Disease Control
- [List N: Disinfectants for Use Against SARS-CoV-2](#), Environmental Protection Agency
- [Employer's Guide to Coronavirus](#), ProService Hawaii