

## COVID-19 Safety Plan

### Overview:

\_\_\_\_\_ has identified critical actions to help reduce the potential spread of COVID-19. This project will implement the following standards.

### Designated Representative

- The designated representative for this project is:
- The designated representative is responsible for:
  - Administering \_\_\_\_\_ COVID-19 Safety Plan.
  - Screening employees for potential COVID-19 exposure (see **Jobsite / Office Best Practices**).
  - Evaluating the effectiveness of the COVID-19 Safety Plan through jobsite observations. The evaluation findings will be discussed with Department staff daily.
  - Communicating potential noncompliance of the COVID-19 Safety Plan to project stakeholders and/or equivalent designated representative(s).
  - Receiving and promptly addressing potential noncompliance of the COVID-19 Safety Plan.

### Personal Responsibilities

- It is critical that employees **NOT** report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
  - Employees should seek medical attention if they have or develop symptoms.
- Employees developing **emergency warning signs** for COVID-19 should get **medical attention immediately**.
  - Emergency warning signs include: Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face. This list is not all inclusive.
  - Please consult your medical provider for any other symptoms that are severe or concerning.
- To prevent catching or spreading COVID-19, follow good hygiene practices.
  - Wash / clean hands frequently.
  - Hand hygiene includes cleaning hands with soap and water or with an alcohol-based hand rub.
  - Cover your nose and mouth with a flexed elbow or paper tissue when coughing or sneezing. Immediately dispose of the tissue and perform hand hygiene.
  - Refrain from touching your mouth and nose.



- All employees are responsible to identify and report noncompliance with the COVID-19 Safety Plan to their designated representative.

### **Social Distancing**

- Employees are expected to refrain from close contact with other individuals on the job site.
- In person group meetings of 10 or more people will be not be organized.
- Meetings should be held via online, telephone or outdoors (maintain 6-foot distance).
- Visits to project field offices or trailers will be for essential functions only.
- Avoid using other workers' phones, desks, pen/pencils, or other work tools and equipment when possible.
- Employees are to refrain from physical contact such as hand-shaking and other contact greetings.

### **Jobsite / Office Practices**

- Screening Questions: Designated Representatives should ask the following questions to their designated employees prior to entering the workplace.
  - Have you, or anyone in your family or anyone you have been in close contact (within 6 feet) with, been in contact with a person that has tested positive for COVID-19?
  - Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
  - Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever (greater than 100.4 F), cough, or shortness of breath?

If they answer “yes” to any, they should be asked to leave the workplace immediately. Anyone asked to leave should not return to work until 72 hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.

- Employees shall wear appropriate PPE on the job site as required and shall not share personal PPE with another employee.
- Fresh air ventilation is encouraged in enclosed areas such as vehicles, equipment, offices, and trailers. This can be achieved by opening windows or with fans.
- Project Site Cleaning Protocol: While working in a potential COVID-19 environment, it is important to reduce the risk of potential exposures by keeping all work vehicles, equipment and tools clean.

The following cleaning and disinfection practices will be followed:

- Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:
  - Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol.



- Discourage handshaking.
- Place posters that encourage [hand hygiene](#) to [help stop the spread](#) in workplace areas where they are likely to be seen.
- Perform routine environmental cleaning and disinfection:
  - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - If frequently touched surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective.
  - Discourage workers from using other workers' phones or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:
  - If a sick employee is suspected or confirmed to have COVID-19, follow the [CDC cleaning and disinfection recommendations](#).
- Signage: A "COVID-19 Safety Plan in effect" sign will be installed at the project entrance and reasonable locations on the project site.

## Managing Sick Employees

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be isolated from other employees and should seek medical attention and / or be sent home immediately.
- If employee is diagnosed with COVID-19 or shows symptoms of COVID-19, the employee should consult the employee's primary care provider and the employer before returning to work.
- Employees will be informed of human resources / employee benefit programs for managing sick time related to COVID-19.
- For any employees who are higher risk for serious illness from COVID-19 because of age or because of a serious long-term health problem, it is important for them to take actions to reduce the risk of getting sick with the disease as per CDC guidance - [Groups with High Risk](#)
- After notification from an employee that tests positive for COVID-19, the designated representative will take the following steps and follow current CDC guidelines:
  - Project will initiate a safety stand-down in accordance with CDC guidelines for return to work.
  - Communication of positive test to employees who were present at the jobsite and stakeholders without communicating the name of the individual or specific medical diagnosis.
  - Supervisor shall investigate additional potential exposure.



- Deep clean of project as described in the **Jobsite / Office Practices** section.
- Should employees need additional support services during this self-monitoring and social distancing period, visit the Pa Department of Health website, [www.health.pa.gov](http://www.health.pa.gov) or call 1-877-724-3258.

### Material Deliveries & Anyone Entering the Jobsite

- Anyone entering the project site including all vendors and truck drivers are to practice social distancing.
- Only one (1) individual will be designated to collect all delivery tickets.
- Daily delivery tickets will be collected in a sealable container or baggie and quarantine for a minimum 24 hours before providing to Department/PA Turnpike Commission representative. PPCC submission, eTicketing, email, or photographing paper documents/tickets is applicable.

### Training, Education, and Communication

- Prior to work, employees will receive an orientation on the components of the COVID-19 Safety Plan.
- The project COVID-19 Safety Plan will be conveyed to subcontractors and material suppliers.
- During safety meetings and jobsite discussions on COVID-19 guidelines, employees will be asked if anyone is feeling ill. If employees answer “yes”, see section under **Managing Sick Employees**.
- Communicate key CDC recommendations (and post signage such as *CAWP STOP COVID-19* poster) as potential safety talks (see **Resources**).
- Place posters/handouts that encourage hand hygiene and staying home when sick at the entrance to the workplace and in other areas where they are likely to be seen (see **Resources**).
- A “COVID-19 Safety Plan in effect” sign will be posted at project entrance and reasonable locations as agreed upon at the project site.
- The COVID-19 Safety Plan will be updated periodically with the latest information from the CDC, OSHA, and PA Department of Health.

### Resources

- CAWP STOP COVID-19: [poster](#)
- Hand washing: [video & poster](#)
- CDC Stop the Spread of Germs: [handout](#)
- CDC How to Protect Yourself: [info](#)
- CDC Prevent Spread If Sick: [handout](#)
- CDC Frequently Asked Questions: [FAQs](#)
- List of EPA disinfectants: [list](#)
- CDC: Cleaning & Disinfecting Surfaces: [website](#)
- WHO Coronavirus Q&A: [Q & A](#)
- OSHA Preparing for COVID-19: [publication](#)
- OSHA Prevent COVID-19 Exposure [handout](#)



## ADDENDUM TO COVID-19 SAFETY PLAN:

### Subcontractors

- Subcontractors and suppliers are required to have their own COVID-19 safety plan or may opt by letter to follow the prime contractor's plan.

### Acceptance Testing

- Asphalt sample procedures will be agreed upon at the pre-placement meeting.
- Contractor will either submit method to disinfect air meter prior to the representative performing a verification test or separate equipment will be supplied to the Department.

### Risk-Based Inspection Guidelines

- The Contractor is 100% committed to quality and safety in addition to accepting an increased awareness while inspector presence may be limited due to COVID-19 restrictions and procedures.
- Prior to physical work, virtual meetings will be held with the representative, inspection field staff, and the Contractor project field staff to jointly discuss startup operations for the first week.
  - At this meeting, the following will be reviewed: COVID-19 Safety Plan, risk-based inspection principles/policy, and a review of the operations where this is to be implemented on the project.
  - A process to evaluate the effectiveness of the plan daily.
- Pre-Operation meetings are recommended for certain operations. If practical, these meetings will be held virtually and will, at a minimum, review: operations work limits, specifications, and material usage, identify hold points and protocols for contractor request for hold point inspections, to establish response times and advance communications on scheduling and execution of work, and social distancing best practices.
- A list of low to moderate risk operations have been identified as per the *Matrix of Construction Operations and Risk-Based Inspection*. Additional operations eligible for risk-based inspections may be identified on a project to project basis. These operations shall be identified by the representative.

### Cleaning of Field Offices / Equipment

- A daily cleaning plan/protocol that complies with CDC guidelines will be reviewed for approval.
- All work surfaces, doorknobs, light switches, and commonly accessed surfaces will be disinfected.
- A record of cleaning dates / times will be maintained.
- Disinfectant hand wipes/sanitizer and/or gel and a lined-trash receptacle will be located adjacent to field office entrance(s). Hygienic materials will be replenished daily.
- Extra (new) disposable PPE equipment including earplugs and safety glasses will be available for staff use.
- Wash stations and portable sanitation facilities should be cleaned and disinfected as directed by CDC and OSHA guidelines with regard to COVID-19 practices.



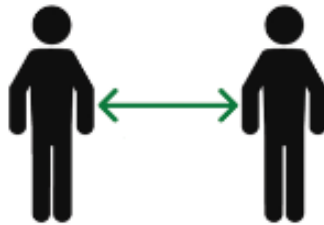


# STOP COVID-19

**SAFETY IS OUR PRIORITY**



**WASH HANDS  
SANITIZE**



**KEEP DISTANCE**



**FOLLOW JOBSITE  
SAFETY GUIDELINES**



**STAY HOME  
IF SICK**



**DON'T TOUCH FACE**



**KEEP CLEAN**