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Contractors should regularly evaluate their health and safety procedures, as well as the specific hazards at their job sites, consistent with the Centers for Disease Control and Prevention (CDC) recommendations to determine the appropriate job hazard analyses and safety procedures for the project/task as it relates to the spread and/or transmission of COVID-19. 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. In addition, all projects should require **social distancing, cloth facial coverings, hand washing on a regular basis, and no large group meetings**.

These Protocols will be updated as we learn more about how to prevent and treat COVID-19.

SECTION 1: Worker Personal Responsibilities

1. Employees need to take steps to protect themselves. Refer to CDC guidelines on How to Protect Yourself.
2. If you are sick, do **NOT** report to work. It is critical that individuals **NOT** report to work while they are experiencing illness symptoms consistent with COVID-19 such as fever of 100.4 or higher (or local jurisdiction), fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Refer to CDC guidelines on What To Do If You Are Sick and When You Can be Around Others After You Had or Likely Had COVID-19.
    a. Workers should **NOT** return to work until:
        i. **If you think or know you had COVID-19 and had symptoms** you can be around others after:
            1. at least 10 days have passed since symptoms first appeared, **AND,**
            2. at least 1 day (24 hours) with no fever without the use of fever-reducing medications, **AND,**
            3. other symptoms of COVID-19 are improving*.
        ii. **If you tested positive for COVID-19 but had no symptoms AND** you continue to have no symptoms, you can be with others after:
            1. 10 days have passed since you had a positive viral test for COVID-19. *Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.*

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

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised).

3. Individuals should seek medical attention if they develop these symptoms. Refer to CDC guidelines on What To Do If You Are Sick.
4. An individual contractor may require, in order to return to work after experiencing any of these symptoms, personnel produce a doctor's note. For non-COVID-19 related illness, workers should follow guidance of healthcare provider and may be required to produce a doctor's note. *A person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19. ==Therefore, a negative COVID-19 test result may not be a reliable indicator for return-to-work after a confirmed case==.*
5. If you feel sick, uncomfortable, or unsafe, please stay home.

SECTION 2: Social Distancing

1. Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).
2. Limit in-person meetings and replace them with phone or online meetings.
3. 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, ultimately maintaining 6 feet distance between individuals.
4. 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.
5. To limit the number of people on a jobsite, allow non-essential personnel to work from home when possible.
6. Avoid trade stacking, evaluate work schedule and consider things like shift work, resequencing work, etc.
7. Discourage hand-shaking and other contact greetings.
8. Social distancing should be used in hoists/elevators. Social distancing signage should be placed in all areas, hoists, elevators, stairs, and meetings areas. Individuals should be **encouraged to avoid hoists/elevators when walking up or down 5 flights of stairs** to limit contact with others. Conduct an evaluation of the size of the hoist/elevator to maintain 6 feet when possible. Separate material and people when possible.
9. Other considerations may be put into place at the contractor's discretion.

SECTION 3: General Jobsite / Office Practices

1. 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. For work in the state of Pennsylvania refer to Governor Tom Wolf's Guidance for Businesses in the Construction Industry, updated November 23, 2020. For work in the City of Philadelphia refer to Mayor Jim Kenney's Construction Activity Executive Orders.
2. A single point of contact/Pandemic Safety Officer should be identified by the General

Contractor/Construction Manager for the implementation of all COVID-19 guidance. This individual will be responsible for implementation of all Building Trades Council/GBCA/Eastern Atlantic States Regional Council of Carpenters COVID-19 Recommended Protocols. A [COVID-19 Awareness Training & Certification](#) is available to GBCA members and industry partners to satisfy the Pandemic Safety Officer training requirement by Philadelphia L&I.

3. If an employee is well but someone in their immediate household is diagnosed with COVID-19, they should notify their supervisor. Refer to CDC guidance for [How To Conduct a Risk Assessment](#).

4. If an employee is confirmed, diagnosed, or suspected to have COVID-19, inform supervisor, refer to Recommended Response Protocols.

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

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

6. Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:

    a. [How to Protect Yourself](#)
    b. [If You are Sick](#)
    c. [COVID-19 Frequently Asked Questions](#)
    d. Place posters that encourage [how to protect yourself and others](#), [staying home when sick](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.

7. Workers will be required to answer questions related to COVID-19 related health conditions. Additionally, personnel will be temperature scanned daily prior to accessing a project by a trained and qualified individual in the safe use and interpretation of thermometers. Temperature scanning may continue for the foreseeable future. [Governor Tom Wolf's November 23, 2020 Order](#) requires all employers to implement temperature screening before employees enter the business prior to the start of each shift.

8. Employers should consider designating a trained and qualified individual to take employees' temperatures with a digital, non-contact, medical grade thermometer, or equivalent. If a contact thermometer is needed, it must be properly disinfected between uses.

    a. Training for this individual should include following the manufacturer's instructions for the thermometer. Note that some people with COVID-19 may not have a fever, so this should not be the only means of detection.
    b. [GBCA has provided a JSA template for Pre-Site Screening and Temperature Taking](#).

9. Pre-Site Screening Recommendations

    a. **Screening Question Process** - Greet the person and state: "As a precaution and in an effort to help prevent the spread of COVID-19 we are conducting a pre-site screening." Screener should ask the following questions to all employees prior to entering the jobsite. If they answer "yes" to any, they should be directed to the site point of contact/Pandemic Safety Officer for guidance. It is at an individual contractor's discretion to ask additional screening questions.

        i. Have you been in close contact (less than six feet for more than 15 minutes without facial coverings) with a person that has shown signs/symptoms, or been diagnosed with COVID-19 within the past 14

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days?

    ii.   Have you or anyone in your household been instructed to quarantine or self-isolate due to COVID-19 within the past 14 days?

    iii.   Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, such as: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea? *Refer to Current CDC Symptoms.

b. **Temperature Scanning** – If required by site and if "no" to all questions: Step in and extend arm to get reading, then step away to show the results. If over 100.4, they cannot enter the site. Refer to them to your site point of contact/Pandemic Safety Officer. Temperature scanner should follow host/owner rules. Follow thermometer instructions and recognize precision of reading range.

c. **A person's temperature is considered to be private health information – do NOT record the temperature in association with the person's name.** Do not share the temperature unless given permission by that employee. If host requires temperature records, it should be done anonymously, or the employer must handle the information as CONFIDENTIAL as per EEOC rules relating to coronavirus.

d. Anyone asked to leave should **NOT** return to work until:

    i.   at least 10 days have passed since symptoms first appeared, **AND,**

    ii.   at least 1 day (24 hours) with no fever without the use of fever-reducing medications, **AND,**

    iii.   other symptoms of COVID-19 are improving*.

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

e. An individual contractor may require, in order to return to work after experiencing any of these symptoms or, being sent away for not passing pre-site screening, that personnel produce a doctor's note or a negative COVID-19 test results. For non-COVID-19 related illness, workers may return to work sooner upon guidance of healthcare provider and may be required to produce a doctor's note. *A person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19. ==Therefore, a negative COVID-19 test result may not be a reliable indicator for return-to-work after a confirmed case.==*

10. Do not congregate in lunch areas and wipe all common areas with appropriate disinfectant.

11. Do not share tools. When sharing is necessary, wipe down with proper disinfectant first.

SECTION 4: Sanitation and Cleanliness

1. Promote **frequent and thorough hand washing with soap and running water** for at least **20 seconds**. Hand washing stations are recommended to help prevent the spread of COVID-19. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline for When and How to Wash Your Hands. Hand washing stations or hand sanitizer should be provided at all access points, hoists, elevators, restrooms, etc.

a. 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.
   b. 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.
   c. Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities.
2. Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline for Clean & Disinfect.
   a. **Disinfectant wipes** should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks) that are commonly touched periodically each day.
   b. **Portable job site toilets** should be properly cleaned by leasing company at least twice per week, when possible. Double check that hand sanitizer dispensers are filled. Frequently touched items (i.e., door pulls and toilet seats) should be cleaned frequently.
   c. Job site offices/trailers and break/lunchrooms frequently touched surfaces should be cleaned at least twice per day.
   d. Employees performing cleaning will be issued proper PPE, such as nitrile gloves and eye or face protection as needed.
   e. Maintain Safety Data Sheets (SDS) of all disinfectants on site.
   f. Follow the CDC guidelines on use and types of disinfectants.
3. Employers should **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 for Coughing & Sneezing.
4. Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
5. Instruct workers to consider changing potentially contaminated work clothes prior to arriving home; and to wash clothes in hot water with soap.
6. Utilize disposable hand towels and no-touch trash receptacles.
7. Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

SECTION 5: Personal Protective Equipment (PPE)

1. **Gloves:** Gloves are recognized as a means of possibly preventing contact spread. 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.
2. **Eye protection:** Eye protection may be a means of preventing exposure and should be worn at all times.
3. **Facial Coverings:** The CDC recommends that you wear masks in public settings around people who do not live in your household and when you cannot stay 6 feet away from others. Masks help stop the spread of COVID-19 to others. Contractors should continue to provide and direct employees to wear face masks if required by the work. For tasks performed within 6 feet of another person, should consider additional respiratory protection. Please consult a professional for respiratory protection guidance. Perform a job hazard analysis. Refer to project owners or project sites for additional facial covering instruction or requirements.
   a. PA Governor's Guidance for Business in Construction on November 23, 2020 requires that every person present at a work site wear masks/face coverings.

Updated December 8, 2020

       b. Masks with Exhalation Values or Vents: CDC does not recommend using masks for source control if they have an exhalation valve or vent.

4. Do not share personal protection equipment (PPE).
5. Sanitize reusable PPE per manufacturer's recommendation prior to each use.
6. If tasks require workers be within 6 feet, additional PPE is advised.
    a. Examples include:
        1. any kind of face covering and a face shield, **OR**
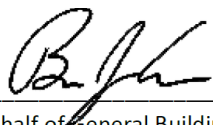   2. a KN95 (or greater) and eye protection

Note:

1. **Cloth face covering:** Textile (cloth) covers are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing. CDC has guidance available on [How to Select, Wear, and Clean Your Mask](#).
2. **Facemask:** Facemasks are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state, and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays.
3. **Respirator**: A respirator is a personal protective device that is worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents), gases, or vapors. Respirators are certified by the CDC/NIOSH, including those intended for use in healthcare.

SECTION 6: Job Site Visitors

1. Restrict the number of visitors to the job site, including the trailer or office.
2. All visitors, deliveries and delivery personnel are subject to the same criteria and guidelines as regular onsite personnel to access the jobsite: including social distancing, cloth face coverings, hand washing, temperature scanning when applicable, and pre-site screening. Using the same questions as field personnel recognized above under Section 3 General Jobsite/Office Practices, number 7.

Other Resources

- CDC – [Coronavirus (COVID-19)](#)
- WHO – [Rolling Updates on Coronavirus disease (COVID-19)](#)
- OSHA – [Guidance on Preparing Workplaces for COVID-19](#)
- GBCA – [COVID-19 GBCA Updates](#)
- AGC of America – [General Guidance](#) and links to information on COVID-19

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On behalf of General Building
Contractors Association

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On behalf of the Eastern
Atlantic States Regional Council
of Carpenters

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SECTION 2: Social Distancing

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      i. Have you been in close contact (less than six feet for more than 15 minutes without facial coverings) with a person that has shown signs/symptoms, or been diagnosed with COVID-19 within the past 14

days?

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    iii. Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, such as: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea? *Refer to Current CDC Symptoms.

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10. Do not congregate in lunch areas and wipe all common areas with appropriate disinfectant.

11. Do not share tools. When sharing is necessary, wipe down with proper disinfectant first.

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1. Promote **frequent and thorough hand washing with soap and running water** for at least **20 seconds**. Hand washing stations are recommended to help prevent the spread of COVID-19. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline for When and How to Wash Your Hands. Hand washing stations or hand sanitizer should be provided at all access points, hoists, elevators, restrooms, etc.

  a. 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.

  b. 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.

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

2. Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline for Clean & Disinfect.

  a. **Disinfectant wipes** should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks) that are commonly touched periodically each day.

  b. **Portable job site toilets** should be properly cleaned by leasing company at least twice per week, when possible. Double check that hand sanitizer dispensers are filled. Frequently touched items (i.e., door pulls and toilet seats) should be cleaned frequently.

  c. Job site offices/trailers and break/lunchrooms frequently touched surfaces should be cleaned at least twice per day.

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

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

  f. Follow the CDC guidelines on use and types of disinfectants.

3. Employers should **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 for Coughing & Sneezing.

4. Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.

5. Instruct workers to consider changing potentially contaminated work clothes prior to arriving home; and to wash clothes in hot water with soap.

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SECTION 5: Personal Protective Equipment (PPE)

1. **Gloves:** Gloves are recognized as a means of possibly preventing contact spread. 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.

2. **Eye protection:** Eye protection may be a means of preventing exposure and should be worn at all times.

3. **Facial Coverings:** The CDC recommends that you wear masks in public settings around people who do not live in your household and when you cannot stay 6 feet away from others. Masks help stop the spread of COVID-19 to others. Contractors should continue to provide and direct employees to wear face masks if required by the work. For tasks performed within 6 feet of another person, should consider additional respiratory protection. Please consult a professional for respiratory protection guidance. Perform a job hazard analysis. Refer to project owners or project sites for additional facial covering instruction or requirements.

  a. PA Governor's Guidance for Business in Construction on November 23, 2020 requires that every person present at a work site wear masks/face coverings.

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b. Masks with Exhalation Values or Vents: CDC does not recommend using masks for source control if they have an exhalation valve or vent.
4. Do not share personal protection equipment (PPE).
5. Sanitize reusable PPE per manufacturer's recommendation prior to each use.
6. If tasks require workers be within 6 feet, additional PPE is advised.
   a. Examples include:
      1. any kind of face covering and a face shield, **OR**
      2. a KN95 (or greater) and eye protection

Note:
1. **Cloth face covering:** Textile (cloth) covers are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing. CDC has guidance available on How to Select, Wear, and Clean Your Mask.
2. **Facemask:** Facemasks are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state, and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays.
3. **Respirator**: A respirator is a personal protective device that is worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents), gases, or vapors. Respirators are certified by the CDC/NIOSH, including those intended for use in healthcare.

SECTION 6: Job Site Visitors

1. Restrict the number of visitors to the job site, including the trailer or office.
2. All visitors, deliveries and delivery personnel are subject to the same criteria and guidelines as regular onsite personnel to access the jobsite: including social distancing, cloth face coverings, hand washing, temperature scanning when applicable, and pre-site screening. Using the same questions as field personnel recognized above under Section 3 General Jobsite/Office Practices, number 7.

Other Resources

- CDC – Coronavirus (COVID-19)
- WHO – Rolling Updates on Coronavirus disease (COVID-19)
- OSHA – Guidance on Preparing Workplaces for COVID-19
- GBCA – COVID-19 GBCA Updates
- AGC of America – General Guidance and links to information on COVID-19

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On behalf of General Building
Contractors Association

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On behalf of the Building and
Construction Trades Council of
Philadelphia, Pennsylvania &
the Vicinity