Coronavirus (COVID-19) Contractor Jobsite Checklist

Merriwether & Williams
INSURANCE SERVICES ...Of Like Minds

Plan➲ Protect➲ Reduce

COVID-19 is a virus spread by airborne and surface contact. Everyone must work together to Plan for, Protect from, and Reduce the spread.
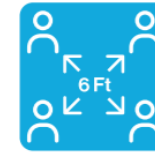
Plan for Jobsite Exposure

➢ **Create Written Tools**
- ✓ Create a jobsite COVID-19 Infectious Disease Plan including jobsite specific risks
- ✓ Map internal reporting of possible or actual events to SFO reporting requirements
- ✓ Anticipate shortages of sanitary products and PPE needs
- ✓ For exposure events, create a CDC compliant clean-up response
- ✓ Address risks with universal precautions
- ✓ If requiring onsite temperature checks, ensure proper documentation of training and no touch process

➢ **Communicate and Train All Staff**
- ✓ Introduce COVID-19 transmission and prevention directives in all pre-task planning, job hazard analysis and toolbox talks.
- ✓ Take into consideration language needs
- ✓ Highlight COVID-19 information in jobsite safety orientation
- ✓ Update COVID-19 educational topics, e.g. CDC recommendations; public agency orders; PPE use and availability; reporting; containment and quarantine; social distancing, cleanliness, surface sanitizing; and meeting limitations

> **What is the Coronavirus (COVID-19)?**
> Coronavirus Disease 2019 (COVID-19) is a respiratory illness that can spread from person-to-person through close contact or by touching a surface or object that has the virus on it and then touching your mouth, nose, or possibly eyes.
>
> **OSHA General Duty Clause, Section 5(a)(1)**
> "Requires that each employer furnish to each of its employees a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm."

Protect Yourself

➢ **Practice Social Distancing**
- ✓ Maintain 6-feet of separation from others
- ✓ Limit all gatherings of 10 or less unless required for performance of work
- ✓ Do not hold meetings with 10+ people, including jobsite orientation
- ✓ Reroute work or common paths of travel as needed to improve social distancing
- ✓ Wait for areas to clear out before entering if blocked or full, such as entrances/exits, lunch areas or bathrooms

➢ **Wash and Clean Frequently**
- ✓ Practice universal precautions for you and your coworkers' benefit
- ✓ Wash hands using soap and warm water for 20+ seconds
- ✓ Immediately wash hands after using common tools, restrooms, being in common areas or having surface contact
- ✓ Cover your mouth if sneezing or coughing
- ✓ Wipe down shared equipment immediately after use
- ✓ Increase frequency of washing vests and workplace clothes

Reduce Contact Exposure

➢ **Prepare the Jobsite**
- ✓ Place highly visible COVID-19 hazard/warning signage in multiple languages throughout the jobsite; e.g. bathrooms, break areas, entrances/exits, and on common use equipment
- ✓ When using, provide hand sanitizer with 60% or more isopropyl alcohol content
- ✓ Don't provide community food or drinks for workers
- ✓ Place additional wash stations and monitor/refill onsite supplies
- ✓ Provide additional Personal Protective Equipment (PPE) as needed on site (Glasses, Gloves, use of N95 masks only as needed in unique/close quarter situations, etc.). Don't allow workers to share or store together body worn PPE (hats, glasses, gloves, vests)

➢ **Disinfect Common Use Surfaces**
- ✓ Apply CDC recommendations (products and techniques)
- ✓ Focus on disinfecting "high touch" surfaces, e.g. doorknobs, door frames, handrails, light switches, common use tools or shared equipment, keyboards, remote controls, heavy machinery, job boxes, switches
- ✓ Provide wipes to and have workers wipe down shared equipment or common tools immediately after use
- ✓ Increase frequency of wipe downs of common areas, e.g. breakrooms, restrooms, or entry/exits

➢ **Report**
- ✓ Stay at home, call your supervisor, and obtain instructions if you are sick, have come in close contact with someone testing positive for COVID-19, or have been abroad or on a cruise ship within the past 14 days.
- ✓ Report/investigate confirmed COVID-19 cases or exposure in work areas
- ✓ Report job site changes made to reduce the spread of COVID 19 exposures to SFO

Disclaimer: The following checklist is informational only. All suppliers are encouraged to use best jobsite practices and continually review and perform work in in accordance with current OSHA and CDC standards as those may be updated. Jobsites may require more stringent requirements as needed to plan, protect, and reduce the spread of COVID-19.