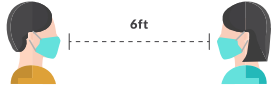




## MANDATORY SAFETY STANDARDS



### SOCIAL DISTANCING

Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace

Reengineer workstations to increase distance between workers; install visual distancing markers on workstations to delineate 6 feet separations; place markers throughout facility to guide movement of individuals. Close or reconfigure employee common spaces and high density areas of facilities where employees are likely to congregate (e.g., break rooms, eating areas) to allow physical distancing

Cafeterias must practice physical distancing and appropriate hygiene measures and should operate with only packaged food

Stagger lunch and break times, regulating max number of people in one place and ensuring at least 6 feet of physical distancing during any meeting

Face coverings are required for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all employees in such space at the same time are required to wear face coverings

Physical partitions separating workstations must be installed for areas that cannot be spaced out (partitions must be taller than a standing employee)

#### Recommended best practices

Designate assigned working areas (e.g., floor, building, factory zone) to individuals where possible to limit movement throughout the facility and limit contact between employees

Improve ventilation for enclosed spaces where possible (e.g. open doors and windows)



### HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for employees to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms

Post visible signage throughout the site to remind workers of the hygiene and safety protocols



### STAFFING & OPERATIONS

Provide training to workers on up-to-date safety information and precautions including hygiene and other safety measures

Limit visitors and service providers on site

Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g. those doing material drop-offs)

Workers must stay home if feeling ill.

If the management is notified of a positive case at the workplace, the management shall notify the local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine

Post notice to workers, and customers of important health information and relevant safety measures as outlined in government guidelines

#### Recommended best practices

Facilities with highly manual work should reopen in gradual/phased approach, adjusting operations and work scheduling (working teams with different schedules or designated staggered arrival / departure time) to reduce density in the facility, minimize contact across workers and prevent congestion

Shipping and deliveries completed in designated areas, outside the facility if possible

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home

Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the management

Encourage workers who test positive for COVID-19 to disclose to the management for purposes of cleaning/disinfecting and contact tracing

Testing of other employees may be recommended consistent with guidance and/or at the request of the LBOH



### CLEANING & DISINFECTING

Conduct daily cleaning and disinfection of site (after each shift and more frequently if feasible)

Keep cleaning logs that include date, time and scope of cleaning

Frequent disinfecting of heavy transit areas, heavy machinery and high-touch surfaces (e.g., doorknobs, handrails, shared tools, bathrooms, elevators)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance



## SOCIAL DISTANCING

Ensure >6ft between individuals

- Ensure separation of 6 feet or more between individuals at fixed working positions unless this distance is unsafe due to the particular nature of the manufacturing work or the configuration of the workspace
- Reengineer workstations to increase distance between workers; install visual distancing markers on workstations to delineate 6 feet separations; place markers throughout facility to guide movement of individuals. Close or reconfigure employee common spaces and high density areas of facilities where employees are likely to congregate (e.g., break rooms, eating areas) to allow physical distancing. Designate assigned working areas to individuals where possible
- Cafeterias must practice physical distancing and appropriate hygiene measures and should operate with only packaged food
- Improve ventilation for enclosed spaces where possible (e.g. open doors and windows)
- Stagger lunch and break times, regulating max number of people in one place
- Require use of face coverings for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all employees in such space at the same time are required to wear face coverings
- Install physical partitions separating workstations for areas that cannot be spaced out (partitions must be taller than a standing employee)



## HYGIENE PROTOCOLS

Apply robust hygiene protocols

- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for employees to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Post visible signage throughout the site to remind employees on the hygiene and safety protocols



## STAFFING & OPERATIONS

Include safety procedures in the operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other safety measures
- Adjust operations and work scheduling to reduce density in the facility, minimize contact across workers and prevent congestion
- Limit visitors and service providers on site; shipping and deliveries completed in designated areas, outside the facility if possible
- Ensure that workers feeling ill stay home. Encourage employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) to stay home
- Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the administration
- Encourage workers who test positive for COVID-19 to disclose to the administration for purposes of cleaning/disinfecting and contact tracing. If the administration is notified of a positive case at the workplace, the administration shall notify the local Board of Health (LBOH) and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and/or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines



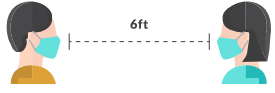
## CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- Conduct daily cleaning and disinfection of site (after each shift and more frequently if feasible)
- Disinfect heavy transit areas, heavy machinery and high-touch surfaces frequently (e.g., doorknobs, handrails, shared tools, bathrooms, elevators)
- Keep cleaning logs that include date, time and scope of cleaning
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance



## MANDATORY SAFETY STANDARDS



### SOCIAL DISTANCING

Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination

No handshaking and avoid face to face meetings, if possible – critical situations requiring in-person discussion must follow social distancing. Do not convene meetings of more than 10 people

All construction workers will be required to wear cut-resistant gloves or the equivalent

In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face covering, gloves, and eye protection

Multi-person activities will be limited where feasible (two person lifting activities)

Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing

#### Recommended best practices

Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion

All individual work crew meetings/tailgate talks should be held outside and follow social distancing

Use of eye protection (safety goggles/face shields) is recommended

All employees should drive to work site/parking area in a single occupant vehicle. Contractors / State staff should not ride together in the same vehicle

In instances where it is possible, workers should maintain separation of 6' from each other per CDC guidelines.



### HYGIENE PROTOCOLS

Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol

Be sure to use your own water bottle, and do not share

Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow

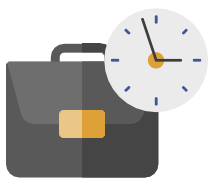
Avoid touching eyes, nose, and mouth with your hands

To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings

All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels

Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions

To avoid external contamination, we recommend everyone bring food from home



### STAFFING & OPERATIONS

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site except as provided below for construction and remodeling in 1-3 family residences

Except as provided below for construction and remodeling in 1-3 family residences, the Contractor's site-specific project COVID-19 Officer shall submit a written daily report to the Owner's Representative. The COVID-19 Officer shall certify that the contractor and all subcontractors are in full compliance with sections B to D, inclusive (the "COVID-19 Construction Safety Guidance")

For large, complicated construction projects a city or town may additionally require the Owner to develop and submit a site-specific risk analysis and enhanced COVID-19 safety plan, which may include additional requirements to address risks specific to the project or type of project. The city or town shall review and approve such plan and may require such projects to pause construction until such a risk analysis and plan is submitted and approved. Once such an enhanced COVID-19 safety plan is approved, a violation of the plan shall be treated the same as a violation of the COVID-19 Construction Safety Guidance.

The Owner of the project is required to notify the municipality where the work is taking place whenever a site is shut down or of any violations of the COVID-19 Construction Safety Guidance and the resulting corrective action plan, as well as to provide copies of the COVID-19 Officer's written daily reports upon request

For construction and remodeling work in 1-3 family residential constructions, section B shall be modified as follows:

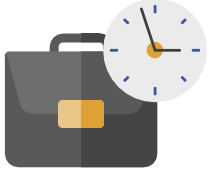
- The contractor does not need to designate a site-specific COVID-19 Officer (who may also be the Health and Safety Officer) for every site if there are 5 or less workers at the site at any given time. Instead, the contractor may designate a COVID-19 Officer for all such small sites in a given city or town who shall be in daily contact with each of the sites to ensure that the contractor and all subcontractors are in full compliance with this safety guidance. This COVID-19 safety officer shall prepare a written daily report covering all the small sites in each city or town and make a copy of that report available to a municipal official and/or the owner of the residence upon request.
- If the project has restroom facilities/porta-potties they must be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels. For outside construction sites without ready access to an indoor bathroom, the contractors must either install Wash Stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees or provide each employee and subcontractor with a sufficient quantity of hand sanitizer to allow for frequent handwashing.

If you are sick stay home. If you are exhibiting fever, cough, shortness of breath or sore throat, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.



## MANDATORY SAFETY STANDARDS



### STAFFING & OPERATIONS

Prior to starting a shift, each employee will self-certify to their supervisor that they;

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

In the event of an exposure, the Contractor shall work with the local board of health to identify any potential job site exposures, including :

- Other workers, vendors, inspectors, or visitors to the work site with close contact to the individual
- Work areas such as supply cabinets and designated work stations or rooms
- Work tools and equipment
- Common areas such as break rooms and tables, vending machines, and sanitary facilities



### CLEANING & DISINFECTING

All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day

When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry

Contact the cleaning person for your office trailer or office space and ensure they have proper COVID- 19 sanitation processes. Increase their cleaning visits to daily

Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently. This includes but is not limited to desks, laptops and vehicles

All site-specific projects with outside construction sites without ready access to an indoor bathroom MUST install Wash Stations.

- Install hand wash stations with hot water, if possible, and soap at fire hydrants or other water sources to be used for frequent handwashing for all onsite employees
- All onsite workers must help to maintain and keep stations clean
- If a worker notices soap or towels are running low or out, immediately notify supervisors
- Garbage barrels will be placed next to the hand wash station for disposal of tissues/towels

After a worker with COVID-19 related symptoms has been asked to leave the job site, the contractor shall take immediate steps to sanitize common areas and direct work places. This includes all on-site bathrooms facilities, any break facilities, and any other common areas on the job site that may have been in close contact with the infected worker.

Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization.

Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use.

#### Recommended best practices

Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.

All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.



## SOCIAL DISTANCING

Ensure >6ft between individuals

- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
- No handshaking and avoid face to face meetings, if possible – critical situations requiring in-person discussion must follow social distancing. Do not convene meetings of more than 10 people
- All construction workers will be required to wear cut-resistant gloves or the equivalent
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE including as appropriate a standard face covering, gloves, and eye protection
- Multi-person activities will be limited where feasible (two person lifting activities)
- Large gathering places on the site such as shacks and break areas will be eliminated and instead small break areas will be used with seating limited to ensure social distancing
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- Use of eye protection (safety goggles/face shields) is recommended
- All employees should drive to work site/parking area in a single occupant vehicle. Contractors / State staff should not ride together in the same vehicle
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## HYGIENE PROTOCOLS

Apply robust hygiene protocols

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- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels

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## STAFFING & OPERATIONS

Include safety procedures in the operations

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- The Owner of the project is required to notify the municipality where the work is taking place whenever a site is shut down or of any violations of the COVID-19 Construction Safety Guidance and the resulting corrective action plan, as well as to provide copies of the COVID-19 Officer's written daily reports upon request
- For construction and remodeling work in 1-3 family residential constructions, section B shall be modified as follows:
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## STAFFING & OPERATIONS

### Include safety procedures in the operations

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- If you are sick stay home. If you are exhibiting fever, cough, shortness of breath or sore throat, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.
- If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.
- Prior to starting a shift, each employee will self-certify to their supervisor that they;
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  - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
  - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
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  - Common areas such as break rooms and tables, vending machines, and sanitary facilities



## CLEANING & DISINFECTING

### Incorporate robust hygiene protocols

- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- Contact the cleaning person for your office trailer or office space and ensure they have proper COVID- 19 sanitation processes. Increase their cleaning visits to daily
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- Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization.
- Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use.
- Each jobsite should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover all areas including trailers, gates, equipment, vehicles, etc. and shall be posted at all entry points to the sites, and throughout the project site.
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.