



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

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Building Commissioner

COVID-19 GUIDELINES AND PROCEDURES FOR ALL CONSTRUCTION SITES AND WORKERS

April 6, 2020

These Guidelines and Procedures **MUST** be implemented at all times on all construction sites. All construction sites **MUST** conduct a Safety Stand Down meeting to disseminate these Guidelines to all employees and workers.

Employee Health Protection -ZERO Tolerance

The following applies to both employees and contracted staff working at any construction site in Brookline.

- **ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!**
- If any employee or worker on a construction site in Brookline tests positive for COVID-19 Brookline Public Health **MUST** be notified.
- If you are exhibiting any of the symptoms below, 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.

COVID-19 Typical Symptoms:

- Fever
 - Dry Cough
 - Shortness of Breath
 - Sore Throat
- 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 100.3degrees 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.
- Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

General On-the-Job Guidance to Prevent Exposure & Limit the Transmission of the Virus

- No handshaking
- 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
- Contractor Field Offices are locked down to all but authorized personnel
- 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.
- **A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals**
- Avoid face to face meetings -critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion.
- **All individual work crew meetings/tailgate talks MUST be held outside and follow social distancing**
- **Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination**
- At each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each jobsite should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home
- **Please maintain Social Distancing separation during breaks, lunch and at the food truck.**
- 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
- If you or a family member is feeling ill, stay home!

Work Site Risk Prevention Practices

- At the start of each shift, confirm with all employees that they are healthy.
- All construction workers are encouraged wear cut-resistant gloves or the equivalent.
- Use of *eye* protection (safety goggles/face shields) is recommended
- **In work conditions where required social distancing is impossible to achieve, affected employees shall be supplied PPE including as appropriate a standard face mask, gloves, and eye protection.**
- All employees shall drive to work site/parking area in a single occupant vehicle. Contractors shall not ride together in the same vehicle
- 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
- **In instances where it is possible, workers MUST maintain separation of 6' from each other per CDC guidelines.**
- 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.
- 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

Wash Stations

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

- Install hand wash stations, if possible, and soap at fire hydrants or other water sources (jug of water with soap) 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

Food Service

During this COVID-19 Public Health Emergency – Brookline Public Health recommends all contractors bring their own food to the job site during this time. Should the work site receive food service from a Mobile Food Truck the site supervisor/project manager **MUST:**

1. Request to see the operators current Town of Brookline Public Health
2. Advise staff of social distancing if waiting in line
3. No self-service is allowed by construction employees. The Mobile Food Truck staff must provide the product

The Health Department is reminding our Two Permitted Food Truck Operators of these requirements. If the Operator cannot produce a current Food Permit you should not purchase food from them and alert the Health Department by calling **617 730 2300**.

General Guidance

If any employee or worker on a construction site in Brookline tests positive for COVID-19 Brookline Public Health **MUST** be notified.

Do all you can to maintain your good health by; getting adequate sleep, eating a healthy diet, avoid alcohol and consume plenty of fluids.

Please Note: This document is not intended to replace any formalized procedures currently in place with the General Contractor.

Where this guidance does not meet or exceed the standards put forth by the General Contractor, everyone shall abide by the most stringent procedure available.

All sites/projects shall have a Health and Safety Plan (HASP) – must be kept on site at all times.

HASP MUST BE DOWNLOADED TO ACCELA AND EMAILED TO DISTRICT INSPECTOR AS SOON AS POSSIBLE

A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) shall be designated for every site. **(sites/projects with 10 or more workers)**

The approved project Health and Safety Plan (HASP) shall be modified to require that the Contractor's site-specific project COVID-19 Officer 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 these guidelines. **(sites/projects with 10 or more workers)**

Any issue of non-compliance with these guidelines shall be a basis for the suspension of work. The contractor will be required to submit a corrective action plan detailing each issue of nonconformance and a plan to rectify the non-compliance prior to resuming work.