

# COVID-19 PREVENTION MANUAL



December 14, 2020 Version 1



## PURPOSE

This document and its contents are the responsibilities of Project Managers and Superintendents to communicate and ensure continuous compliance with all aspects of the site safety plan.

These protocols are effective immediately.

This interim guidance is based on what is currently known about (COVID-19) and to be used as a guideline of how to protect yourself, employees, subcontractors and visitors against COVID-19 and precautions that must be used at all DGA work areas.

COVID-19 is a respiratory illness that can spread from person to person. The outbreak first started in China, but the virus continues to spread internationally and in the United States. The Centers for Disease Control and Prevention (CDC) will update this interim guidance as additional information becomes available.

The following interim guidance may help prevent workplace exposures to COVID-19, in non-healthcare settings. (CDC has provided separate guidance for healthcare settings.) This guidance also provides planning considerations for community spread of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19 infection. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing.



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# **WHAT IS COVID-19?**

**WHAT IS COVID-19?**

**HOW CORONAVIRUS SPREADS**

**HOW COVID-19 COULD AFFECT WORKPLACES**

**HOW WE CAN MITIGATE SPREAD: "FLATTENING THE CURVE"**

**CDC RESPONSE**



## WHAT IS COVID-19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

The most common symptoms of COVID-19 are fever, cough, and shortness of breath. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell.

Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

### IS COVID-19 AIRBORNE?

The virus that causes COVID-19 is transmitted through droplets generated when an infected person coughs, sneezes, or speaks. They fall on floors or surfaces.

You can be infected by breathing in the virus of a person who has COVID-19, or by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

### SHOULD I WORRY ABOUT COVID-19?

Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 6 people who catch it need hospital care. It is therefore quite normal for people to worry about how the COVID-19 outbreak will affect them and their loved ones.

We can channel our concerns into actions to protect ourselves, our loved ones and our communities. First and foremost among these actions is regular and thorough hand-washing and good respiratory hygiene. Secondly, keep informed and follow the advice of the local health authorities including any restrictions put in place on travel, movement and gatherings.

Learn more about how to protect yourself at:  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

### IS THERE A VACCINE, DRUG OR TREATMENT FOR COVID-19?

Not yet. To date, there is no vaccine and no specific antiviral medicine to prevent or treat COVID-2019. However, those affected should receive care to relieve symptoms. People with serious illness should be hospitalized. Most patients recover thanks to supportive care.

Possible vaccines and some specific drug treatments are under investigation. They are being tested through clinical trials. WHO is coordinating efforts to develop vaccines and medicines to prevent and treat COVID-19.

### HOW LONG IS THE INCUBATION PERIOD FOR COVID-19?

The "incubation period" means the time between catching the virus and experiencing symptoms of the disease. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. These estimates will be updated as more data become available.



# HOW CORONAVIRUS SPREADS

COVID-19 is a new disease and we are still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States.

## PERSON-TO-PERSON SPREAD

The virus is thought to spread mainly from person-to-person such as:

- Between people who are in contact with one another.
- Through respiratory droplets or aerosol produced when an infected person coughs, sneezes, or breathes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled.

## CAN I SPREAD THE VIRUS WITHOUT BEING SICK?

People are thought to be most contagious when they are most symptomatic (the sickest). Spread is possible before people show symptoms; there have been reports of this occurring with this new coronavirus. Spread from contact with contaminated surfaces or objects.

It may be possible that a person can get COVID-19 by touching a surface that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

## HOW EASILY THE VIRUS SPREADS

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread").

Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

CDC and state and local public health laboratories are testing for the virus that causes COVID-19.

## GROUP OF PEOPLE AT HIGHER RISK

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People living in a nursing home or long-term care facility
- People of all ages with underlying medical conditions including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (BMI of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease



# HOW COVID-19 COULD AFFECT WORKPLACES

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

## **ABSENTEEISM**

Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family; or are afraid to come to work because of fear of exposure.

## **CHANGE IN PATTERNS OF COMMERCE**

Consumer demand for items related to infection prevention (e.g., respirators) is increasing significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive-through service, to reduce person-to-person contact.

## **INTERRUPTED SUPPLY/DELIVERY**

Shipments of items from geographic areas severely affected by COVID-19 may be delayed or canceled with or without notification.



# HOW WE CAN MITIGATE SPREAD: “FLATTENING THE CURVE”

The goals for using mitigation strategies in communities with local COVID-19 transmission are to slow the transmission of disease and in particular to protect:

- Individuals at increased risk for severe illness, including
- Older adults and persons of any age with underlying
- Health conditions
- The healthcare and critical infrastructure workforces

These approaches are used to minimize morbidity and mortality and the social and economic impacts of COVID-19. Individuals, communities, businesses, and healthcare organizations are all part of a community mitigation strategy. Signals of ongoing community transmission may include detection of confirmed cases of COVID-19 with no epidemiologic link to travelers or known cases, or more than three generations of transmission.

Implementation is based on:

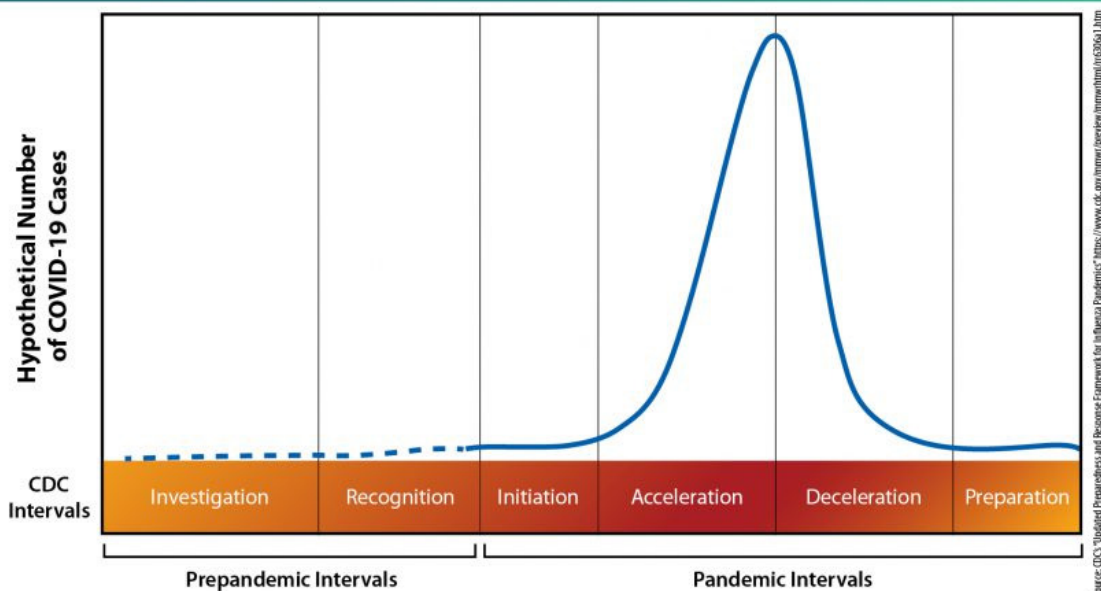
- Emphasizing individual responsibility for implementing recommended personal-level actions.
- Focusing on settings that provide critical infrastructure or services to individuals at increased risk of severe illness.
- Strict adherence to Federal, State, local mandates, requirements and guidelines.

## WHAT MAY HAPPEN

CDC expects that widespread community transmission of COVID-19 in the US is occurring.

Widespread transmission of COVID-19 could translate into large numbers of people needing medical care at the same time. Schools, childcare centers, and workplaces, are experiencing more absenteeism. Public health and healthcare systems may become overloaded, with elevated rates of hospitalizations and deaths. Other critical infrastructure, such as law enforcement, emergency medical services, and sectors of the transportation industry may also be affected. Healthcare providers and hospitals may be overwhelmed. At this time, there is no vaccine to protect against COVID-19 and no medications approved to treat it. Non-pharmaceutical interventions will be the most important response strategy to try to delay the spread of the virus and reduce the impact of disease.

## Preparedness and Response Framework for COVID-19 Pandemic



Outbreaks of respiratory illness, including pandemics caused by a new virus, typically follow a pattern and can be divided into intervals.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## CDC RESPONSE

Global efforts at this time are focused concurrently on lessening the spread and impact of this virus. The federal government is working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to this public health threat.

### HIGHLIGHTS OF CDC'S RESPONSE

CDC established a COVID-19 Incident Management System on January 7, 2020. On January 21, CDC activated its Emergency Operations Center to better provide ongoing support to the COVID-19 response.

CDC has issued clinical guidance, including:

- Clinical Guidance for Management of Patients with Confirmed Coronavirus Disease (COVID-19).
- Infection Prevention and Control Recommendations for Patients, including guidance on the use of personal protective equipment (PPE) during a shortage.

CDC also has issued guidance for other settings, including:

- Preparing for COVID-19: Long-term Care Facilities, Nursing Homes.

CDC has deployed multidisciplinary teams to support state health departments in case identification, contact tracing, clinical management, and public communications.

CDC has worked with federal partners to support the safe return of Americans overseas who have been affected by COVID-19.





# **PREVENTION AND RECOMMENDED PRACTICES**

**REQUIRED DAILY SCREENING QUESTIONS**

**RECOMMENDED PRACTICES**

**HAND WASHING TECHNIQUE**

**HOW TO CLEAN AND DISINFECT**



# REQUIRED DAILY SCREENING QUESTIONS

**EMPLOYEES AND VISITORS ARE REQUIRED TO ANSWER THESE QUESTIONS EVERY MORNING AND FOLLOW THE RECOMMENDATIONS AT THE BOTTOM OF THIS PAGE. DGA PERSONNEL WILL SCREEN ALL SITE PERSONNEL WITH THE SAME QUESTIONS DAILY.**

1. Have you taken your temperature prior to coming to work, and is it less than 100°F?  
**Y / N**
  
2. Have you traveled within the last 14 days?  
**Y / N**
  
3. Have you had direct contact with anyone who has tested positive COVID-19 OR has symptoms of COVID-19 OR has been tested and is awaiting test results?  
**Y / N**
  
4. Do you have any cold-, flu-, or COVID-19-like symptoms (i.e. cough, fever, shortness of breath)?  
**Y / N**

If the individual has answered “No” in question 1 because they have not taken their temperature, the individual may not enter the site until a temperature is taken. If the answer to question 1 is “No”, because they have a temperature over 100°F, then they can not return to the site until their temperature has been below 100°F for at least 24 hours.

If the answer to questions 2, 3, OR 4 is “Yes”, the individual is not allowed to enter the facility for 10 days.

If the answer to question 4 is “Yes” for a fever, the individual will not be allowed into the Construction Site until the individual has been fever-free for 24 hours. If the answer to question 4 is “Yes” for cough, sore throat, and/or shortness of breath and the individual believes this is due to allergies, the individual is allowed access to the facility.

If the answer to question 4 is “Yes” for cough, sore throat, and /or shortness of breath and the conditions are a new illness, the individual is not allowed access to the construction site and should consult with their medical professional.



# RECOMMENDED PRACTICES

## PERSONAL RESPONSIBILITIES

It is critical that individuals NOT report to work while they are experiencing illness symptoms such as:

- Fever
- Cough
- Shortness of breath

Individuals should seek medical attention if they develop these symptoms. Employees are required to immediately disclose if and when their responses to any of the "REQUIRED DAILY SCREENING QUESTIONS" in this document change, such as if they begin to experience symptoms during or outside of work hours.

## FACE COVERING

- Every DGA employee is to have an appropriate, compliant face covering on their person at all times, readily available for immediate use, unless there is a specific, justifiable reason for this not being feasible.
- Individuals must wear their covering on interior and exterior sites, whenever social distancing measures (see below) are not possible. If the employee is in doubt of compliance, they are to wear the covering.
- Employees are to additionally comply with any site specific requirements (ex: wearing your mask 100% on hospital property, while riding an elevator, etc...). Know your project's Site Specific Plan.

## SOCIAL DISTANCING

- For any work occurring indoors, no more than one worker per 250 SF is allowed on site excluding supervisors, unless additional personal protective measures are implemented.
- Avoid multiple teams working in one area by staggering scheduled tasks and use signs to indicate occupied areas.
- A distance of at least 6' must be maintained among workers at all times, unless the activity requires a shorter distance (e.g. dry walling, glazing, lifting). Any time employees must come within 6' of another person, acceptable face coverings must be worn.
- Do not host large group meetings. CDC requires that we avoid gatherings of 10+ people;
- Perform meetings 6' apart, online, or via conference call when possible.
- Hand-shaking and other physical contact is prohibited.
- Avoid handing objects to people directly. Find ways to leave the object somewhere that the other person can pick it up after you have walked away. Designate areas for pickups and deliveries.

- Limit in-person presence to only those who are required to be on site. Non-essential visitors should be prohibited.
- When possible, shift design (e.g. A/B teams, staggered arrival/departure times) and designate separate one way entries and exits.
- Prioritize tasks that allow for social distancing over those that do not.

## JOBSITE / OFFICE PRACTICES

- Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople: "How to Protect Yourself," "If You are Sick," "COVID-19 Frequently Asked Questions".
- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other areas where they are likely to be seen.
- DGA Personnel will require all employees complete the "REQUIRED DAILY SCREENING QUESTIONS" in this document prior to entering the jobsite. Follow the corresponding site-specific entry instructions to determine the individual's access to the jobsite.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand sanitizers in the workplace. Ensure that adequate supplies are maintained. Place sanitizer in multiple locations to encourage hand hygiene.
- Do not congregate in lunch areas.
- Do not share tools.
- Do not share Personal Protection Equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used PPE is disposed of properly.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment.
- Identify specific practices for daily trash such as: paper, towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Increased jobsite/office cleaning is required.
- Make efforts to coordinate trades to ensure that they are not working in close proximity to each other.
- Utilize disposable hand towels and no-touch trash bins.
- Provide additional/increased sanitation (disinfecting) of portable toilets.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of aerosols.
- All DGA Personnel must be trained on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.



**MANAGING SICK EMPLOYEES**

- Sick employees are required to stay home. Employees who have symptoms are required to not return to work until they are medically cleared, and do not have any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medication.
- Employees are required to notify their supervisor and stay home if they are sick.
- Separate sick employees. CDC recommends that 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 should be separated from other employees and be sent home immediately.
- For additional information, see the [NYS DOH Interim Guidance for Employees Returning to Work.](#)

CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 infection are as follows:

- Close off areas used by the person who is sick. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared equipment. Open outside doors and windows to increase air circulation in the area.
- Operations do not necessarily need to stop, as long as affected areas are closed off. Once the affected area has been appropriately disinfected, it can open for use.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Workers without close contact with the person who is sick can return to the work area immediately after disinfection.
- Per CDC’s “Evaluating and Testing Persons for Coronavirus Disease 2019 (COVID-19),” considerations when assessing “close contact” include the duration of exposure (e.g. longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g. coughing likely increases exposure risk as does exposure to a severely ill patient).
- If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

**WHEN TO END HOME ISOLATION (STAYING HOME)**

- People with COVID-19 are required to provide medical clearance prior to returning to work.
- For additional information, see the [NYS DOH Interim Guidance for Employees Returning to Work.](#)

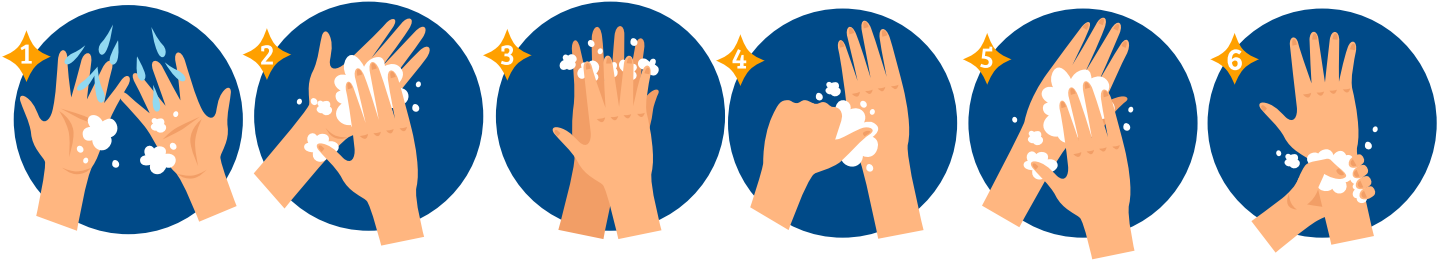
**REQUIRED PPE/SAFETY CONTROLS WHEN CLEANING/ DISINFECTING: GLOVES AND PROPER VENTILATION**

- Wear disposable gloves when cleaning and disinfecting surfaces.
- Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.
- Consult the manufacturer’s instructions for cleaning and disinfection products used.
- Clean hands immediately after gloves are removed.



## HAND WASHING TECHNIQUE

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry them.



Wash frequently. Use hand sanitizer when soap and water is unavailable.



# HOW TO CLEAN AND DISINFECT

## HOW LONG DOES THE VIRUS SURVIVE ON SURFACES?

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other Coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to many days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

If you think a surface may be infected, clean it with an approved disinfectant to kill the virus and protect yourself and others. Clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

## HARD (NON-POROUS) SURFACES

If 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.

A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of 3 minutes (or per manufacturer's requirements), and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

## SOFT (POROUS) SURFACES

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, if the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

## ELECTRONICS

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## LINENS, CLOTHING, AND ITEMS THAT GO IN THE LAUNDRY

Upon returning home, immediately wash all clothes. In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

## PERSONAL PROTECTIVE EQUIPMENT AND HAND HYGIENE

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Gloves and gowns should be compatible with the disinfectant products being used.

Additional PPE might be required based on the cleaning/disinfectant products used and whether there is a risk of splash.

Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.

Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person. Washing hands with soap and water for a minimum of 20 seconds is the preferable method of hand sanitation. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water prior to using a hand sanitizer.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

## ADDITIONAL KEY TIMES TO CLEAN HANDS INCLUDE

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.





# **DOCUMENTATION**

**DAILY LOG PROTOCOL**

**DAILY LOG SAMPLE**

**NY FORWARD BUSINESS RE-OPENING  
SAFETY PLAN**



# DAILY LOG PROTOCOL

The four Required Daily Screening Questions and the Attendance Log must be documented every day in the first entry of ProCore's Notes Log.

Remember the Daily Log is an essential tool to communicate between Superintendents and Project Managers. It provides valuable documentation to protect DGA. It must be done daily to prepare for any unforeseen inspection or audit.

## STEP 1. DAILY LOG SETTINGS

The Daily Log tool in ProCore allows for the selection of 21 different types of "sub logs" to be a part of each daily entry. As a standard each project must activate the following "sub log" types. Superintendents and Project Managers may decide to utilize additional "sub logs", which is acceptable, but not required. The following eight logs are the minimum required:

1. Observed Weather Conditions
2. Manpower
3. Notes
4. Visitors
5. Phone Calls
6. Inspections
7. Deliveries
8. Safety Violations

The daily log settings are found by clicking on the orange sprocket icon in the top left corner. From there you can select our minimum required "sub logs", and the check box titled "show created by on log entries".

## STEP 2. DEFINE WORK AREA

Many of the sub logs have a drop-down menu titled "Location". This is an optional field that allows the author to specify consistent work areas. It can be very helpful when tracking manpower and/or COVID-19 tracing. This is a project-specific labeling convention that is custom for each project.

During the first Daily Log entry, general locations can be created. In the location drop down there is a button to "create location". This button prompts and entry field for the author to type a title of their project-specific locations. Large multi-story projects could use floors as locations. Phased projects could use the work areas that correlate to the phased work zones. Smaller tenant finish projects may elect not to use this optional field.

## STEP 3. DAILY ENTRY

### 1. Observed Weather Conditions

ProCore automatically populates the weather report for the projects zip code. The Observed section is there to document site-specific weather events. For instance, if the general weather report called for scattered showers and it rained all day on your site, it should be noted in the Observed Weather Conditions section.

### 2. Manpower Log

The Manpower Log is the documentation of the how many tradesmen were on site for each company. Keep the default setting at eight hours. DGA should always be the first company listed. Use the comments section of the Manpower Log to document what each company was working on that specific day, or any issues that occur relating to the subcontractor or the task.

### 3. Notes Log

The Notes Log is a flexible "sub log" that can be used for most anything.

***DGA REQUIRES THE FIRST NOTE ENTRY OF EVERY DAY TO BE DEDICATED TO THE REQUIRED DAILY COVID-19 SCREENING QUESTIONS AND SERVE AS THE ATTENDANCE LOG.***

In the comments section of the first Note entry, each author must type the four Required Daily Screening Questions followed by an Attendance Log with everyone's name who was on site that day. The Attendance Log could have people that were not on the Manpower Log. Visitors or delivery drivers that help unload material should also be documented in the Attendance Log. Refer to the Sample Log at the end of this section of the manual for specifics.

All the text in the Notes Log can be copied over from previous days, but the attendance section needs to be updated for each daily entry.

If the project's Site Specific Plan indicates subcontractors to email PDFs of subcontractors' names or text emails, the notes log allows authors to attached documents. This feature would be a time saver on projects with larger daily man counts.

Additional "Notes" entries can be made for any relevant topics.

### 4. Visitor Log

The Visitor Log is used to document people who have been granted site access but are not physically putting work in place (e.g., Architects, Owners, Salesman, Project Managers, etc.).

Visitors must be asked the Required Daily Screening Questions, and their names and responses documented in the Attendance Log section of Note #1.



## 5. Call Log

Use the Call Log to document important phone calls of the day. Material verification calls and schedule update calls are examples of phone calls worth documenting in the Call Log.

## 6. Inspection Log

The Inspection Log's first entry every day must be dedicated to SAFETY. It could document a typical safety focused site walk, a DGA Safety Director visit, or a Jim Redmond visit. An entry in the first field of the Inspection Log is required every day.

The second entry is reserved for any COVID-19 related cleaning/disinfection tasks, whether they are a reoccurring task or a special circumstance.

Many jobs will now have a door knob and handle disinfection task. Documentation of these tasks is important and should be documented as the second inspection every day.

OSHA requires us to document our cleaning/sanitation daily (or multiple times a day as required). Information that is needed to be documented is:

- Area to be cleaned/sanitized
- Required frequency
- Specific person or company who is doing the cleaning/sanitization
- Products used (to make sure they are CDC compliant)
- Date/time cleaning/sanitization performed

The following entries in the inspection Log are to be used for more traditional inspections, such as CME, SJB, Bldg inspectors, etc.. Inspectors names must be documented in the Attendance Log within Note #1 of the Note Log.

## 7. Delivery Log

Use the Delivery Log to document materials delivered to the jobsite. It is important to differentiate if the driver entered the site or if they were able to deliver without encountering tradesmen. If the driver helped unload or was required to come in direct contact with the crews onsite, the driver's name should be documented in the Attendance Log.

## 8. Safety Violation Log

Use this section of the Daily Log to document all safety violations, both verbal and written.



# DAILY LOG SAMPLE



**DGA Builders, LLC**  
 1170 Pittsford-Victor Road Suite 100  
 Pittsford, New York 14534  
 P: (585) 586-7800  
 F: (585) 586-4409

**Project: 20-006 - PARK GROVE - ROCKLAND**  
**SILK MILL APARTMENTS**  
 18 North Main Street  
 Hornell, New York 14843

## Daily Log: Wednesday 4/29/2020



### Daily Log Completed

The Daily Log was completed by Whit Youngstrom on Wed May 20, 2020 at 03:07pmEDT.

### WEATHER REPORT

Temperature			Precipitation Since			Humidity				Windspeed		
Low	High	Avg	Midnight	2 Days Ago	3 Days Ago	Low	Avg	High	Dew	Avg	Max	Gust
40°F	62°F	52°F	0.01 in.	0.06 in.	0.16 in.	63%	73%	88%	44°F	13.3 mph	19 mph	46 mph

### DAILY SNAPSHOT

06:00AM	09:00AM	12:00PM	03:00PM	06:00PM	09:00PM
partly-cloudy-night 42°F	partly-cloudy-day 50°F	partly-cloudy-day 60°F	partly-cloudy-day 63°F	wind 62°F	wind 58°F

### OBSERVED WEATHER CONDITIONS

No.	Weather Delay	Sky	Temp	Average	Precipitation	Wind	Ground/Sea
1	No						

### MANPOWER LOG

5 Workers | 40.0 Man Hours


No.	Contact/Company	Cost Code	Workers	# Hours	Man Hours	Location
1	DGA Builders, LLC		1	8.0	8.0	
	<b>Notes:</b> Site supervision, Created 3 week schedule, Made material verification calls, and reviewed stair submittal. <b>Created By:</b> Whit Youngstrom					
2	Infinity Electric Services, Inc.		1	8.0	8.0	Mill Bldg>Pump House
	<b>Notes:</b> Set Temp Electric Service <b>Created By:</b> Whit Youngstrom					
3	Giglio Plumbing, Heating and Cooling, LLC		1	8.0	8.0	Mill Bldg
	<b>Notes:</b> Make gas safe for Demo <b>Created By:</b> Whit Youngstrom					
4	J.A. Bilger Construction		1	8.0	8.0	Site
	<b>Notes:</b> Box out for asphalt expansion <b>Created By:</b> Whit Youngstrom					
5			1	8.0	8.0	
	<b>Notes:</b> <b>Created By:</b> Whit Youngstrom					
			<b>5</b>	<b>40.0</b>		



**Manpower Log's Attachments:**

2. Infinity Electric Services, Inc.


[2981F22C-F41A-4861-A8E7-C6F47B8B41EC.jpeg](#)
**NOTES LOG**

No.	Created By	Issue?	Location	Comments
1	Whit Youngstrom	No		<p>COVID SCREENING QUESTIONS &amp; ATTENDANCE LOG: </p> <p>1. Have you taken your temperature prior to coming to work, and is it less than 100°F?</p> <p>2. Have you traveled within the last 14 days?</p> <p>3. Have you had direct contact with anyone who has tested positive COVID-19 OR has symptoms of COVID-19 OR has been tested and is awaiting test results?</p> <p>4. Do you have any cold-, flu-, or COVID-19-like symptoms (i.e. cough, fever, shortness of breath)?</p> <p>ATTENDANCE LOG (allowed entry):</p> <p>DGA:Whit Youngstrom</p> <p>Giglio Plumbin:Chad Giglio</p> <p>Infinity Electric:Brenden Smith</p> <p>JA Bilger Const:Jack Bilger</p> <p>JS Architects:Dave Anderson</p> <p>Common Wealth: Richard Lee</p> <p>Morse Sash: Jeff Walker</p> <p>No one denied access today</p>

**Notes Log's Attachments:**

1.


[US Ceilings Sample screening report.pdf](#)



## VISITOR LOG

No.	Created By	Visitor	Start Time	End Time	Details
1	Whit Youngstrom	David Anderson (Johnson Schmidt and Associates)	02:30PM	03:30PM	Architect Visit to approve mortar color mock up samples.

## CALL LOG

No.	From	To	Start Time	End Time
1	Whit Youngstrom (DGA Builders, LLC)	Tim Nikulin (SECTOR ROOFING, LLC)	02:55PM	03:05PM
<b>Description:</b> Confirmed Tim has his roofing material for install next week. <b>Created By:</b> Whit Youngstrom				

## INSPECTION LOG

No.	Start Time	End Time	Inspection Type	Inspecting Entity	Inspector Name	Location	Area
1	10:55AM	11:55AM	Safety	DGA	Eric Gardner	all locations	
<b>Comments:</b> Walked entire job for a safety check. All workers had PPE, Ladders and fall protection was good. I cut one cord for the drywall subcontractor and gave a verbal warning. <b>Created By:</b> Whit Youngstrom							
2	07:10AM	07:30AM	Wipe Down	DGA	Eric Gardner	Porto Let and entry Door Knob	
<b>Comments:</b> Wiped down with bleach <b>Created By:</b> Whit Youngstrom							
3	02:00PM	03:05PM	Electrical	Commonwealth	Richard Lee	Mill Bldg>Pump House	
<b>Comments:</b> inspected temp service <b>Created By:</b> Whit Youngstrom							

## DELIVERY LOG

No.	Time	Delivery From	Tracking Number	Contents
1	02:00PM	Morse Sash & Door		Wood Door and trim Package
<b>Comments:</b> Driver helped unload and entered building, so I included his name on the attendance log. <b>Created By:</b> Whit Youngstrom				

## SAFETY VIOLATION LOG

No.	Time	Subject	Safety Notice	Issued To	Compliance Due
1	02:55PM	Hard Hats	Verbal	Johnson Schmidt and Associates	
<b>Comments:</b> Asked Dave to bring his hard hat next time he visits. <b>Created By:</b> Whit Youngstrom					





## **SITE SPECIFIC PLAN TEMPLATE**





**DGA BUILDERS, LLC**

## **SITE SPECIFIC COVID-19 SAFETY PLAN**

**Project Name:**

**Project Address:**

**Date Plan Created:**

**SITE SPECIFIC COVID-19 SAFETY PLAN CREATED BY:**

**DGA Site Supervisor:**

**DGA Project Manager:**



## **DGA SITE SPECIFIC COVID-19 SAFETY PLAN** **TEMPLATE INSTRUCTIONS**

This word doc is a template to allow the Super/PM team to develop their own site specific COVID-19 Safety Plan. A site specific plan is required for EACH project prior to construction start. Each super pm team will begin with this blank template. You will fill in information specific to your project in the designated areas. This site specific plan is meant to augment the master [DGA COVID-19 Prevention Manual](#). Some of the information contained in this site specific plan will be redundant to the DGA COVID-19 Prevention Manual. Both this site specific plan, and the master DGA COVID-19 Prevention Manual must be kept on site at all times. Once created, this site specific plan, in conjunction with our issued DGA COVID-19 Prevention Manual, will be your project's daily guide to working safely and compliantly in this new era of COVID-19.

This template is organized by compliance category:

- Physical Distancing
- Protective Equipment
- Cleaning and Hygiene
- Communication and Postings
- Screening
- Miscellaneous

Each compliance category is broken up into:

- **GENERAL REQUIREMENTS**
  - Reminders from our COVID-19 Prevention Manual, Webinar Trainings, etc...
- **SITE SPECIFIC REQUIREMENTS**
  - Under this section you will see topics that relate to your specific project
  - Your narrative/input is REQUIRED wherever you see **RED TEXT**.
  - Please make sure your narratives, inputs, affirmations, etc.... are in **RED TEXT** so that we can easily track/see your site specific input.

Attach any additional PDF's or other documents you feel is necessary to fully flesh out and detail your site specific plan.

See [Craig Potter](#) for any assistance.



## **PHYSICAL DISTANCING**

### **GENERAL REQUIREMENTS (REFERENCE COVID-19 PREVENTION MANUAL FOR FURTHER DETAIL/GUIDANCE)**

- Ensure 6 ft distance between personnel.
- If this is not possible due to safety or core function of the work activity, PPE required.
- For any work occurring indoors, limit workforce presence to no more than 1 worker per 250 SF on site, excluding supervisors in this calculation, **unless additional personal protective measures are implemented. DGA's policy of face covering within 6 ft of others allows us to violate this measure.**
- Tightly confined spaces (e.g. elevators, hoists) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, in front of site desks, etc..). When possible, create one-way foot traffic paths to minimize contact.

### **SITE SPECIFIC REQUIREMENTS**

- Detail the points of entry/exit on your project. Describe if your entry/exits are 'one way' or 'two way' points. Attach PDF if necessary to clearly mark all entry/exits.

- Detail how you will manage your re-occurring foreman and PM meetings with consideration for spacing/social distancing. Detail location, measures to be taken, etc..

- Specifically designate how pick ups and deliveries will be managed on your site. Attach PDF of site/project if necessary.



## **PROTECTIVE EQUIPMENT/PPE**

### **GENERAL REQUIREMENTS (REFERENCE COVID-19 PREVENTION MANUAL FOR FURTHER DETAIL/GUIDANCE)**

- DGA is to provide OUR employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. [See Craig Potter](#) for options and procurement. Subcontractors are responsible for providing all PPE for their employees.
- Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield). Employees are allowed to voluntarily wear N95 respirators without a med/fit test IF they sign an OSHA Appendix D form.
- Per [DGA COVID-19 Prevention Manual](#), [Webinar Training](#), etc... face coverings to be worn when working within 6 feet on exterior work. Face covering to be on each employees' person at all times.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Reference your [DGA Face Covering Webinar Training](#).
- Limit the sharing of objects (e.g. tools, machinery, materials, vehicles) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

### **SITE SPECIFIC REQUIREMENTS**

- Detail PPE that will be used on your site. Confirm that you have the necessary inventory of required PPE on your site. Designate an area for DGA PPE supplies, and confirm DGA employees have been notified of its location.

- Confirm all DGA on site employees have been properly trained to use all necessary PPE.

- Detail PPE disposal accommodations on your site. Confirm that you have a container in a common area and made the location known to all workers on my site.

- Detail how you have communicated with your subs that they are responsible for providing all PPE for their crews.



## **CLEANING AND HYGIENE**

### **GENERAL REQUIREMENTS (REFERENCE COVID-19 PREVENTION MANUAL FOR FURTHER DETAIL/GUIDANCE)**

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. This documentation will be part of your ProCore Daily Log, per 5/22/20 and 5/29/20 Webinar training
- Provide and maintain hand hygiene stations for personnel, handwashing with soap, water, and paper towels when possible, or alternatively, an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Provide and require employees to use cleaning/ disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.
- Conduct regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (e.g. tools) and surfaces, as well as high transit areas, such as restrooms and common areas. Again, log cleaning in ProCore.
- Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. [See Craig Potter for any assistance.](#)
- If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.

### **SITE SPECIFIC REQUIREMENTS**

- Detail type and location of hand sanitizing stations. Provide PDF of project indicating location of sanitization stations.

[Redacted area for site-specific requirements]

- Designate the specific individual tasked to conduct site cleaning/sanitization.

[Redacted area for site-specific requirements]

- Detail any unique hazards that may exist on your site.

[Redacted area for site-specific requirements]



## **COMMUNICATION AND POSTINGS**

### **GENERAL REQUIREMENTS (REFERENCE COVID-19 PREVENTION MANUAL FOR FURTHER DETAIL/GUIDANCE)**

- Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.
- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Train all personnel on all protocols and frequently communicate any new safety guidelines.
- Maintain a continuous, daily log of every person, including workers and visitors, who enter your site. Log in ProCore per 5/22/20 and 5/29/20 Webinar training.
- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. [Contact Craig Potter](#), he will make necessary notifications.
- Conspicuously post completed safety plans on site.

### **SITE SPECIFIC REQUIREMENTS**

- Confirm all of the following have been posted to your site:
  - COVID-19 Safety postings
  - Hard Hat and Safety Glasses required posting
  - Employee rights poster
  - Location of nearest Urgent Care
  - Site Specific COVID-19 Safety Plan
  - [DGA COVID-19 Prevention Manual](#)
  - [See Craig Potter](#) for any posting/signage needs
  - 
  -
- During Subcontractor Precon meetings, I have and will continue to confirm that all subcontractors have amended their safety plans to include COVID-19 specific prevention plans. Subcontractors are responsible for their employees and their safety plans.





## **SCREENING**

### **GENERAL REQUIREMENTS (REFERENCE COVID-19 PREVENTION MANUAL FOR FURTHER DETAIL/GUIDANCE)**

- Employees who are sick are required to stay home (or return home, if they become ill at work).
- All personnel (DGA, subs, visitors, etc...) are required to SELF MONITOR and are required to answer screening questions prior to gaining access to site.
- All personnel entering your site are to submit their responses to DGA's "Required Daily Screening Questions". Names/responses to be logged in ProCore. See [DGA COVID-19 Prevention Manual](#) and [Webinar Training Sessions](#) for more detail.
- Any person not correctly answering all four screening questions, are to be denied access to site.
  - Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.
  - Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.
  - Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

### **SITE SPECIFIC REQUIREMENTS**

- Who will be responsible for conducting and documenting Daily Screening:  
[Redacted]
- Detail specifically how screening will be conducted on your site (DGA to screen/log all site personnel... or are subs required to submit electronic log of screening... or will hospital client conduct screening... etc...).  
[Redacted]
- Identify location of daily screening. Attach location PDF if necessary.  
[Redacted]





## **MISCELLANEOUS**

### **SITE SPECIFIC REQUIREMENTS**

- I have asked our client if there are any known hazards or exposures (such as COVID-19 related exposures, building exhaust from treatment zones, etc...) that we need to be aware of.

- Job Site Exposures (Usually related to occupied sites): I have walked and surveyed the site or work area for any hazard or exposures (such as COVID-19 related exposures).

- I will update this plan and any changes to postings, or the [DGA COVID-19 Prevention Manual](#) as requirements or regulations may changes.

- **ADDITIONAL CONDITIONS**





## **NY FORWARD BUSINESS RE-OPENING SAFETY PLAN**



# **NY FORWARD BUSINESS RE-OPENING SAFETY PLAN**

The NY Forward Business Re-Opening Safety Plan is a document provided by the New York State Department of Health that summarizes DGA's current protocols in place to prevent the spread of COVID-19 and ensure the safety of our employees in regards to COVID-19. The document, which is included in the following pages, may be provided to inspectors upon request.





## NY FORWARD BUSINESS RE-OPENING SAFETY PLAN

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: <https://forward.ny.gov/>

### COVID-19 Reopening Safety Plan

<b>Name of Business:</b>	<b>DGA Builders, LLC</b>
<b>Industry:</b>	<b>Construction</b>
<b>Address:</b>	<b>1170 Suite #100 Pittsford Victor Rd. Pittsford, NY 14534</b>
<b>Contact Information:</b>	<b>585-586-7800</b>
<b>Owner/Manager of Business:</b>	<b>Michael Szuromi / Gregory Craig</b>

### I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☒ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☒ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.





Not applicable

- ☐ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

**X** Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

**X** Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

- *List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

**Wear proper PPE while ex: hanging drywall (or similar tasks).**

- *How you will manage engagement with customers and visitors on these requirements (as applicable)?*

**Practice social distancing, wear a face covering, and utilize video conference calls. As a construction company, DGA does not interface with public customers. Visitors will be required to follow all established safety protocols**

- *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

**Site Superintendent/Foreman will enforce 6' rules. Gatherings during lunch/breaks are not allowed. When necessary, multiple shifts will be scheduled.**

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- X** Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.





- *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

**3 to 5 washable and reusable face coverings will be supplied per employee. Additional disposable masks are also available. DGA currently has a stock of 1,200 disposable masks available, as of 5/18/20.**

- X Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

**Reusable face coverings must be washed thoroughly as soon as possible after work, and then completely dried before next use. Disposable masks may be discarded at a DGA Sanitation Station, with a designated refuse bin.**

- X Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

**Door knobs, office areas- Surfaces will be cleaned multiple times daily by a designated person, and documented.**

**Toilets- Will be cleaned regularly and documented by a designated person. Additionally, personnel are expected to sanitize surfaces of contact before and after use.**

**Tools/Equipment- When sharing is necessary, these must be cleaned before and after use.**

**Paper- The use of ProCore and digital copies of documents are to be used when possible to minimize shared contact.**

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- X Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- *Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

**The Superintendent/Foreman on each project is responsible. The log is to be documented in our software management system, ProCore (to reduce paper transmission).**





- ☒ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

**Hand sanitizing stations are located on each project site. All site personnel are trained as to location and function of these sanitation stations.**

- ☒ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

- *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

**DGA's COVID-19 Prevention Manual requires regular cleaning and disinfection of commonly touched surfaces, job trailers, toilet facilities, etc. Products to comply with CDC Guidelines. Cleaning/Disinfection documented in ProCore.**

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☒ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- ☒ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- ☒ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

**The DGA Superintendent/Foreman will track and log the information into ProCore daily.**





- X** If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

**The DGA Superintendent/Foreman will notify the Safety Director, who will then contact the local health department.**

### III. PROCESS

- A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- X** Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

- *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

**DGA requires every onsite employee to self monitor. Prior to gaining access to the worksite, each employee must answer DGA's four screening questions. The Superintendent/Foreman will ask and collect all screening answers for each person onsite and log it into ProCore. All DGA staff have participated in a company-wide safety webinar detailing training requirements.**

- *If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

**All employees are required to self monitor.**

- B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:





**X** Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

**A professional cleaning company will perform the cleaning and disinfecting of contaminated area with CDC compliant cleaners.**

- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

To the extent possible, a log of every person who may have close contact with other individuals at the work site or area must be maintained; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified.

The employee may only return to work after a 14-day self-quarantine. If an employee is critical to the operation or safety of a site, the local health department, CDC, and DOH standards on the minimum number of days to quarantine before an employee is safely able to return to work with additional precautions to mitigate risk transmission may be consulted.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their supervisor and adhere to the practices outlined in DGA's COVID-19 Prevention Manual. Their precautions and points of contact should be carefully documented.

## IV. Other

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

**We have issued a DGA COVID-19 Prevention Manual (complying with the current CDC Guidelines) highlighting the actions and precautions required by NYS Department of Health.**

**We have site-specific job startup and restart checklists.**

**A routine newsletter updates and informs employees of latest news and updates.**

### Staying up to date on industry-specific guidance

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- X** Consult the NY Forward website at <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.



A large, light gray, stylized 'X' graphic that serves as a background element on the left side of the page. It has a 3D effect with shadows.

## **FURTHER INFORMATION**



# FURTHER COVID-19 INFO AND RESOURCES

## DEPARTMENT OF LABOR (DOL) & OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)

This section highlights OSHA standards and directives (instructions for compliance officers) and other related info that may apply to worker exposure to the coronavirus, COVID-19. While there is no specific OSHA standard covering COVID-19, some OSHA requirements may apply to preventing occupational exposure to COVID-19.

- [OSHA Guidance on Recording Workplace Exposures to COVID-19](#)
- [AGC Summary of OSHA's Guidance on Recording Workplace Exposures to COVID-19](#), including additional info to consider as it relates to OSHA's requirements for recording and reporting of workplace injuries and illnesses.

## OTHER DOL/OSHA COVID-19 RESOURCES

- [Guidance on Preparing Workplaces for COVID-19](#)
- [Resources for Workers and Employers on COVID-19](#)
- [Prevent Worker Exposure to COVID-19](#)
- [Worker Exposure Risk to COVID-19](#)
- [Protecting Workers During a Pandemic](#)

## AGC OF AMERICA

To assist members with protecting their employees from exposure to COVID-19, AGC, its chapters, coalition partners and members have created construction-specific resources that may be incorporated into their existing safety and health programs.

- [Sample Plan for COVID-19 Exposure Prevention, Preparedness, and Response](#)
- [Tips for Keeping Construction Workers Safe during the COVID-19 Pandemic](#)
- [The Builders' Association COVID-19 Recommended Best Practices for Construction Jobsites](#)

## CDC RESOURCES

- [CDC Website](#)
- [CDC: Interim Guidance for Businesses and Employers](#)
- [CDC: Crisis + Emergency Response Communication in an Infectious Disease Outbreak](#)
- [CDC: Print Resources](#)

## ADDITIONAL RESOURCES

### Mental & Emotional Health

- [Toolbox Talk - COVID-19](#)
- [CDC Tips for Managing Anxiety & Stress](#)
- [National Alliance on Mental Illness – COVID-19 Guide](#)

### Cleaning & Disinfection

- [CDC: Environmental Cleaning and Disinfection Recommendations–Community Facilities](#)
- [EPA: Disinfectants for Use Against COVID-19](#)

### Fisher Phillips COVID-19 Workplace Safety Issues FAQs

- [Comprehensive And Updated FAQs For Employers On The COVID-19 Coronavirus](#)

### World Health Organization (WHO) COVID-19 Info & Guidance

- [WHO: Coronavirus Disease \(COVID-19\) Outbreak](#)





## **AGC NYS COVID-19 TOOLBOX TALKS**

**KNOW THE FACTS**

**KNOW THE FACTS #2**

**PROTECT YOUR JOBSITES**

**PROTECT YOURSELF**

***THE FOLLOWING TOOLBOX TALKS MUST BE PRESENTED TO  
ALL EMPLOYEES, SUB-CONTRACTORS, AND THIRD PARTIES  
AT DGA JOB SITES.***





# ToolBox Talk

Date: \_\_\_\_\_

Jobsite: \_\_\_\_\_

Topic: Coronavirus – COVID-19 – Know The Facts

Contractor: \_\_\_\_\_

## CORONAVIRUS – (COVID-19): Know The Facts

### What are the symptoms of COVID-19?

- Symptoms for COVID-19 include fever/chills **and** shortness of breath, cough or sore throat.

### How does COVID-19 spread?

- COVID-19 is thought to spread mainly from person to person through coughing or sneezing. It may also be spread when people touch something with the virus on it then touch their mouth or nose. Symptoms usually appear 7-14 days after exposure.

### Who is at higher risk for COVID-19 complications?

- Pregnant women, and children or adults with underlying conditions such as asthma, diabetes, suppressed immune systems, heart disease, and kidney disease, are more likely to have complications.

### How severe is illness associated with COVID-19?

- Illness has ranged from mild to severe. Most people have recovered without needing medical treatment. However, hospitalizations and deaths have occurred.

### How do I protect myself?

#### **Practice good hygiene!**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.





# ToolBox Talk

Date: \_\_\_\_\_

Jobsite: \_\_\_\_\_

Topic: Coronavirus – COVID-19 – Know the Facts #2

Contractor: \_\_\_\_\_

## CORONAVIRUS – (COVID-19): Know The Facts #2

### What is a Coronavirus?

Coronaviruses are a family of viruses that can cause respiratory illness in people. Coronaviruses circulate among animals, including camels, cattle, cats, and bats.

### How is the Novel Coronavirus, COVID-19 Different from Other Coronaviruses?

Just like there are different types of related viruses that cause smallpox, chickenpox, and monkey pox, different coronaviruses cause different diseases in people. The Severe Acute Respiratory Syndrome (SARS) coronavirus causes SARS and the Middle East Respiratory Syndrome (MERS) coronavirus causes MERS. The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

### What are the Signs and Symptoms of COVID-19 infection?

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

### What Should I Do if I Think I Have Been Exposed to or Infected with COVID-19?

Alert your healthcare provider immediately if you think you may be infected with COVID-19, including if you have been exposed to someone with the virus and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any recent travel to areas where COVID-19 is spreading. If you believe you have been exposed on the job, alert your supervisor or occupational health clinic immediately.

### How is COVID-19 Diagnosed?

Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will work with health officials in your state, who in turn will work with CDC, to collect and test any clinical specimens for diagnosis.

### How is COVID-19 Treated?

No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for infected people. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. The following is from the Centers for Disease Control and Prevention.

The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

**Older adults and people who have severe underlying chronic medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.





# ToolBox Talk

Date: \_\_\_\_\_

Jobsite: \_\_\_\_\_

Topic: Coronavirus – COVID-19 – Protect Jobsites

Contractor: \_\_\_\_\_

## CORONAVIRUS – (COVID-19): Protect Your Jobsites

**Supply portable washing stations or hand sanitizers for workers.** Frequent hand washing is one of the best ways to protect workers from exposure. Many projects, however, have limited access to running water. Portable stations with water containers should be placed on site to allow workers to wash their hands frequently. Portable stations can be rented from local suppliers or created by workers. In areas where portable stations are not practical, supply hand sanitizer for workers. Hand sanitizers should contain at least 60% alcohol. [Click here for a list of approved hand sanitizers.](#)

**Separate construction workers from occupied building workers.** To reduce exposure to possibly exposed or infected persons, implement procedures for minimizing contact between workers that don't usually work together. This may be a problem for jobsites where workers are in occupied buildings. Review with workers policies to keep them safe from exposure. Some policies may include separate bathroom facilities, isolating workers lunch and break areas, and limiting interactions with building employees.

**Provide training and toolbox talks for workforce. Information is the key to protecting workers.** Discuss with employees the hazards associated with coronavirus. Use informational bulletins circulated by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and the World Health Organization (WHO). Reference information from reputable sources, as some information you may find on the internet may be misleading or wrong.

**Disinfect high traffic areas frequently.** For areas of high use, use disinfectants to keep areas clean. Job trailer doors and stair rails, meeting tables, and coffee stations should all be frequently cleaned using a bleach-based cleaner.

**Be defensive during interactions with others.** During this period of uncertainty, monitor yourself and others and pay special attention to limit social contact with others. Train yourself to not cross-contaminate or to touch your face. Share respect, not potentially harmful germs.

Implementing these measures on your jobsite may help reduce the spread of exposure to the coronavirus. Taking these actions will also reinforce to workers that measures are being taken to ensure their safety. We need to work together to reduce opportunities of exposure for all workers.





# ToolBox Talk

Date: \_\_\_\_\_

Jobsite: \_\_\_\_\_

Topic: Coronavirus – COVID-19 – Protect Yourself

Contractor: \_\_\_\_\_

## CORONAVIRUS – (COVID-19): Protect Yourself

### Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

### Take steps to protect others

- Stay home if you are sick, except to get medical care.

### Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

### Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.





## REQUIRED POSTERS



# REQUIRED POSTERS

Below are the required COVID-19 posters for a new job site and for existing jobsites that are reopening. Each job site will be provided the corresponding poster from the Safety Director. Each poster is meant to supplement, not replace, DGA's standard safety posters and required postings at jobs sites. The posters have been created by the AGC and cover all necessary information related to COVID-19. They are laminated and UV protected for outside use, if necessary.

If the job site does not offer a wall large enough to display all required posters, or the job is a small repair, please see the Safety Director for alternative signage options.

## AGC COVID-19 NEW YORK CONSTRUCTION JOBSITE (34" TALL X 48" WIDE)



## AGC NYS BUSINESS REOPENING SAFETY PLAN CONSTRUCTION JOBSITE (25" TALL X 27" WIDE)





