The following guidelines are based on the latest COVID-19 guidance from the CDC, OSHA and other publications. Permit holders are responsible for enforcing physical distancing and safety measures on their job sites. These guidelines are meant to help you develop and manage appropriate measures for your job sites.

ENSURE PHYSICAL DISTANCING ON-SITE

- Workers should maintain a distance of six feet from each other whenever possible. Provide tools to help them mark out physical distancing spacing when performing job tasks. Require that workers maintain a distance of six feet when waiting to enter turnstiles, hoists/elevators, stairs, and other shared spaces.
- Prevent workers from congregating during pre-shift meetings, toolbox talks and other similar gatherings.
- Stagger schedules for job functions that put workers close together. For example, workers that perform job functions that are in close proximity can work different shifts or days, or they can have different work start times and end times, including breakfasts and lunch breaks.

OPERATIONS AND PHYSICAL DISTANCING

It is up to permit holders to limit, to the greatest degree possible, all operations where proper physical distancing can’t be followed. Examples where this may be an issue could include material delivery, pouring concrete, and the installation of sheet rock or curtain walls. To carry out these complex operations and maintain physical distancing, there are a variety of strategies you can employ, including:

- Replace a worker with mechanical means for operations that require multiple workers.
- Erect temporary barriers for additional protective measures such as: sheet rock, plastic sheeting, plexiglass, etc.

SUGGESTED SAFETY MEASURES

In addition to the above safety precautions, there are a variety of other strategies permit holders should employ to maintain physical distancing to keep your workers, and the public, safe. These include:

- Take Temperatures: Use a no contact thermometer to take workers’ temperatures before letting them on the jobsite.
- Hand Washing: Require that all workers wash their hands thoroughly before and after an operation. Add hand washing and hand sanitizing stations throughout your worksite.
- PPE: All workers are required to wear appropriate personal protective equipment (PPE). If a mask is not part of routine PPE used for a specific task, workers should use a face covering – any well-secured paper or cloth (like a bandana or scarf) that covers one’s nose and mouth – if they cannot maintain at least 6 feet of distance between themselves and others.
- Temporary Barriers: Erect temporary barriers to keep workers separate during the workday.
- Only Use Your Items: Strongly discourage workers from using other workers’ phones, desks, offices, work tools and equipment.
- Disinfect: Regularly clean and disinfect shared tools and equipment.
- Send Sick Workers Home: If anyone is symptomatic send them home and do not let them on the site.
- Effective Quarantine: Workers must stay home if sick. They should not return to work until all the following are true:
  - It has been at least seven days since your symptoms started.
  - You never had fever or you have not had a fever for the prior three days without use of fever-reducing drugs such as Tylenol or ibuprofen.
  - Your overall illness has improved.
- Shut It Down: Close the site if physical distancing cannot be maintained.
Good health habits can help stop the spread of germs and prevent respiratory illnesses. Use these tips to protect yourself and others:

- **Clean tools and equipment with disinfectant wipes after each use.** For larger tools and equipment, wipe or spray down the surface or tool with a solution of 5 tablespoons (1/3 cup) of bleach per one gallon of water. Allow the solution to sit on the surface for 5 minutes to kill all of the germs.
- **Wash your hands frequently with soap and water for at least 20 seconds.**
- **Practice proper hygiene.** Wash hands thoroughly and often using soap and water for at least 20 seconds. If soap and water are not available, use an alcohol based hand sanitizer.
- **Cover your mouth and nose with a tissue when you cough or sneeze. Use the bend of your arm if a tissue is not available.**

**WAYS TO REDUCE THE SPREAD OF GERMS**

- Practice physical distancing by avoiding groups and gatherings and maintaining a distance of at least 6 feet from other people whenever possible.
- Stagger pre-shift meetings, new hire orientations, and other meetings conducted in-person. These meetings should include information on proper hygiene, keeping surfaces clean, and procedures on what to do if a worker feels sick.
- If a worker is symptomatic encourage he/she must stay home. Supervisors should keep a record or log of all employees who are sent home or stay home.
- Provide workers with access to soap and water so they can wash their hands frequently.
- Give co-workers a friendly reminder if you notice they forget to wash their hands, cover their mouth, or wipe down their equipment after each use.

**COVID-19**

Symptoms of COVID-19 commonly include:
- Fever
- Cough
- Sore throat
- Shortness of breath.

Supervisors should monitor workers for the symptoms listed above. If anyone on the site is symptomatic, send them home and do not let them on the site.

Please be advised the above information is a compilation of recommended industry best practices.