

## COVID-19 Response & Preparedness Plan

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### Introduction

The World Health Organization has declared the COVID-19 a pandemic which is described as an increased and sustained transmission of COVID-19 in the general population. The potential exposure and impact of COVID-19 on our projects and offices is recognized, and the following plan and control measures will be implemented in accordance with the federal, state, and local health authorities. This plan is developed in accordance with the guidelines outlined by the Center for Disease Control (CDC). The overarching plan purpose is to protect people, reduce community impact, and ensure business continuity.

### Construction Site Operation Best Practices

The health and wellness of every project site participant is the most critical consideration when a project continues moving forward as an essential business. The following best practices will be implemented.

#### Reducing Transmission

When possible, contractors or vendors should stay home and follow CDC guidance.

***\*\*Should personnel, visitors or vendors indicate any of the following, access to the site should be denied:***

- Demonstrating flu-like symptoms
- Demonstrating acute respiratory illness symptoms or shortness of breath
- Has a high temperature (fever above 100.4 F)
- Demonstrating a persistent cough
- Has been in contact with or is residing with someone confirmed positive for COVID-19
- Has been in contact with or is residing with someone in self-isolation
- Persons at higher risk of severe illness
- Has traveled or been in contact with someone who has traveled *outside* of the US and has not completed a fourteen (14) day self-isolation
- Has traveled or been in contact with someone who has traveled to a state within the US that is under a travel or quarantine advisory by the CDC or state authority and has not completed a fourteen (14) day self-isolation
- Has had a medical professional prescribe self-isolation

## *Infection Prevention Measures for Construction Sites:*

- Deny site access to all non-essential visitors
- Send personnel home immediately who show signs and symptoms of flu-like, shortness of breath or acute respiratory illness symptoms
- Encourage all site workers to practice social distancing and maintain 6 feet of spacing
- Encourage all site workers and visitors to practice good hygiene including wash hands with soap and water frequently for a minimum of 20 seconds each time
- As needed, arrange for additional hand washing stations/facilities on project sites
- Ensure an adequate supply of soap and fresh water is available to site workers and visitors at all times
- Provide hand sanitizer as available that contains at least 60% alcohol where hand washing facilities are unavailable
- Regularly clean, disinfect and sanitize all hand washing stations/facilities
- Ensure a sufficient number of trash receptacles for proper disposal of hand towels are available at all hand washing station/facility. Trash receptacles should be hands free with a secure lid
- Encourage all site personnel and visitors to self-police their trash. Persons should place all trash directly in trash receptacles. Do not leave trash for other to cleanup
- Properly wash hands before and after using restroom facilities
- Increase the cleaning frequencies for restroom facilities
- Ensure dedicated eating areas are defined and communicated on project sites
- All persons on project sites should sit 6-feet apart while eating
- Break times should be alternated to limit person-to-person contact at all times. Maintain social distancing during all break times
- Discontinue use of common refreshment centers/water coolers. Use bottled water.
- Provide hand washing guidance and symptom identification educational posters on project sites
- Establish routine environmental cleaning schedules for commonly touched surfaces such as doorknobs, handles, equipment, shared work spaces, etc.
- Encourage personnel to travel to project sites using their own transportation and alone, if possible
- Supervise project site access points and promote social distancing guidance
- Require all site personnel and visitors to wash or clean their hands before entering or leaving the site
- Where feasible, implement delivery procedures to allow delivery drivers to stay in their vehicles while loading and unloading
- Encourage delivery drivers exiting vehicles to wash or sanitize their hands before loading and unloading materials
- Attempt to increase ventilation in enclosed spaces



- Regularly clean the inside of vehicle and equipment cabs and between use by different operators
- Clean reusable personal protective equipment (PPE) using appropriate methods as prescribed by the manufacturer before each use. Avoid sharing PPE with any other employee
- Provide information and documented training to employees on COVID-19 that includes CDC guidance on:
  - *Cough and sneeze etiquette*
  - *Avoiding close contact with sick persons*
  - *Avoiding touching eyes, nose and mouth with unwashed hands*
  - *Avoid sharing personal items with co-workers*
  - *Clean and disinfect frequently touched objects*
  - *Social Disantcing*
  - *How to wash hands*
- Additional information on CDC guidelines can be found on our Resources Page (page 6)

### **Managing Sick Employees:**

Separate sick employees. CDC recommends that employees who have a fever above 100.4 and 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. These employees should begin a 14 day quarantine and consult a doctor.

Employees who knowingly come in contact with a person who has traveled from another country, a state within the US that is under a travel or quarantine advisory as directed by the CDC or state authority, or someone who has tested positive for COVID-19 should immediately begin a 14 day quarantine and monitor for symptoms. If symptoms arise, you should consult a doctor.

Employees who have tested positive for COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- ***If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:***
  - At least 3 days (72 hours) have passed since recovery - defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)
  - At least 7 days have passed since symptoms first appeared.
- ***If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:***
  - You no longer have a fever (without the use medicine that reduces fevers)  
**AND**
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).



In all cases, **follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

For employees who have lived with or cared for someone who have tested positive for COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

Discontinuation of Home Isolation for Persons with COVID-19 (Interim Guidance):  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

### **Temporary Shutdown Guidance for Construction Sites**

***\*\*To ensure a safe and secure construction site shutdown process, the owner, contractor or site manager should ensure that:***

- Confirm and document which party is responsible for site security, inspections and ongoing risk control/management of the project during the work stoppage
- Ensure all perimeter fencing is intact and secure
- Ensure construction site emergency contact information is posted and readily available at the project site
- Place ample warning signage around the site perimeter
- Ensure project site lighting is sufficient and maintained
- Contract the local law enforcement and fire department to inform them of the project site shut down. Provide local authorities site emergency contact information and, if feasible, provide shutdown and startup dates.
- Develop a program to inspect job sites daily. Ensure to document inspections. Project site security surveillance cameras can be added or adjusted to complete daily inspections and to avoid daily trips to the project sites
- Where feasible, provide a security watch during the shutdown. Security watch procedures should be documented and communicated
- Eliminate scaffold access to prevent unauthorized use or site removal
- Secure all goods and materials to prevent damage from water, animals, wind, or other weather elements
- Where it is not required, temporary heat should be eliminated
- Fire extinguishers are charged and accessible
- Before project is shuttered, have a licensed electrician check all temporary wiring and repair any noted deficiencies
- Flammables must be stored in FM or UL approved containers or cabinets, or removed from the site
- Cranes and lifts should be removed, or lowered and secured
- Scaffolding should be inspected for proper bracing



- Ensure all free-standing concrete masonry unit walls are securely and properly braced to prevent collapse
- All heavy equipment should be secured and locked
- Remove and/or secure all hand tools and mobile equipment
- Fire standpipe valves should be locked, (by approved fire department methods) and the connection point capped to prevent tampering
- Ensure within the site plan that ALL shut off valve locations are clearly marked. Ensure to provide copies of site plans indicating shut-off valve locations to local law enforcement and fire departments
- Ensure that all gas supplies are properly shut off. Ensure to communicate with your local utility provider of the site shutdown
- Remove and empty all trash receptacles from the project site
- If feasible, remove all temporary generators from the project site
- Notify insurance brokers and carriers of project site closures and provide the duration of closure and anticipated startup date(s):
  - Include documentation and photos of condition of project when the shutdown occurred
  - Preserve contractual documents leading up to work stoppage
  - Maintain a separate record of costs related to shutting the project down and maintenance of the project during the work stoppage
- Develop procedures in the event that third-party access to the site is required

## Resources

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### Employee Resources

- [Unemployment Benefits Poster](#)
- [FFCRA](#)
- [CARES Act](#)

### Employee Policies/Prevention

- [How to Help Stop the Spread](#)
- [Feeling Sick?](#)
- [What to do if you think you've been exposed](#)

### Telehealth

- [SCDHEC Telehealth Virtual Care Providers](#)

### CDC Resources

- [Coronavirus Disease 2019](#)
- [Cleaning and Disinfecting Your Home](#)
- [When and How to Wash Your Hands](#)
- [FAQ](#)