



SMALL CONSTRUCTION PROJECT SAFETY PROTOCOLS

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i) All notices can be downloaded and printed in many languages from the CDC’s website. You can access those posters by clicking here .	

CONSTRUCTION PROJECT SAFETY PROTOCOLS APPLICABLE TO SMALL CONSTRUCTION PROJECTS

(Includes CAL OSHA requirements as of 5.5.20)

Definition of Small Construction Project to Which these Protocols Apply:

- For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or fewer. This SCP Protocol does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.
- For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
- For mixed-use projects, must be fewer than 10 units *and* less than 20,000 square feet of floor area.

Designate a site-specific COVID-19 supervisor or supervisors to enforce this guidance; Safety Compliance Officer (“SCO”):

- A designated COVID-19 supervisor must be present on the construction site at all times during construction activities. A COVID-19 supervisor may be an on-site worker who is designated to serve in this role. (This may be an existing employee, such as a Project Manager, Superintendent, safety Manager, etc.)
- The COVID-19 supervisor **must review this SCP Protocol with all workers and visitors** to the construction site.
- SCO should ensure that the site is adequately stocked with cleaning, sanitizing, and PPE supplies.
- SCO should ensure site cleaning protocols are followed.
- SCO should ensure all workers adhere to safety protocols.

Ensure Employee Training per [CAL OSHA Requirements \(updated May 5, 2020\)](#):

- Information related to COVID-19 from the Centers for Disease Control and Prevention (CDC) – check for updates frequently - including:
- What COVID-19 is and how it is spread.
- Preventing the spread of COVID-19 if you are sick.
- Symptoms of COVID-19 and when to seek medical attention.
- How an infected person can spread COVID19 to others even when they don’t feel sick.
- Handwashing, distancing, sanitizers, face coverings, etc.
- Set expectations on loss of productivity to ensure safety compliance

Arrival on site:

- Establish clearly marked entrance and exit points. Where possible, the entrance and exit should be separate and more than 6 feet apart.

- Screen every individual who enters the worksite as described below.
- Dedicate at least one individual to supervise the entrance and exit points at the project site and to ensure the screening process is followed.
- Require every individual who enters the site to complete and sign a self-certification form.
- Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.
- Maintain handwashing/sanitization station at entrances and exits.
- Create specific instructions for deliveries to your worksites.
 - Establish a drop-off location and all the procedures to be used at the drop-off point.
 - Create signage to easily identify drop-off points. Include contact information on the signs to assist with questions leading up to delivery and upon arrival.
 - Create procedures to disinfect deliveries, such as wiping down boxes and delivered items

Daily requirements:

- Practice social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the construction project.
- **Prohibit gatherings of any size** on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
- Provide water for all **employees in single serve containers**.
- Sharing of any food or beverage is strictly prohibited and if sharing is observed, the worker **must be sent home for the day**.
- Prohibit use of microwaves, water coolers, and other similar shared equipment.
- Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. ***At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite.*** Face coverings must be worn in compliance with Section 5 of the Health Officer’s Order No. C19-12, dated April 17, 2020, or any subsequently issued or amended order.
- **Strictly control “choke points” and “high-risk areas”** where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals. Limit number of personnel riding lifts.
- Provide alternative methods to reduce the spread of infection when physical distancing is not possible. Engineering controls such as physical barriers between workers and face coverings like bandanas, scarfs, buffs, neck gaiters or homemade masks can help reduce community spread of the virus
- Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.

- **Stagger trades as necessary to reduce density** and allow for easy maintenance of minimum six-foot separation.
- Discourage workers from using others' desks, work tools, and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker.
- Prohibit sharing of PPE.
- If handwashing facilities are not available at the jobsite, **place portable wash stations or hand sanitizers that are effective against COVID-19** at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- **Clean and sanitize** any handwashing facilities, portable wash stations, jobsite restroom areas, or other enclosed **spaces daily with disinfectants that are effective against COVID-19.**
- Frequently clean and disinfect all high touch areas, including entry and exit areas, high traffic areas, rest rooms, hand washing areas, high touch surfaces, tools, and equipment.
- Hold meetings electronically whenever possible.
- Perform job interviews and orientations over the phone or using video conferencing.
- Provide additional seating and shade structures.
- If fans or other means of ventilation are used on the job, place them to avoid blowing air from one worker or group of workers to another

Where construction work occurs within an occupied residential unit:

- Any separate work area must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible.
- If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents.
- Available windows and exhaust fans must be used to ventilate the work area.
- If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays.
- **Every effort must be taken to minimize contact** between workers and residents, including maintaining a minimum of six feet of social distancing at all times.

Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents:

- Any separate work area must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible.
- If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building.
- **Every effort must be taken to minimize contact** between workers and building residents and users, including maintaining a minimum of six feet of social distancing at all times.

Establish a daily screening protocol: If workers leave the jobsite and return the same day, **establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to the jobsite.**

- **The cleaning process should include:**
 - Handwashing
 - Wiping down all equipment and personal devices prior to entry on site.
- **The screening process may include:**
 - Privately taking the temperature of each individual (if possible).
 - Signing a self-certification form upon entry stating that the individual: **(A sample certification form is attached hereto as Exhibit A.)**
 - Has reviewed the SCP Protocol;
 - Has not experienced cough and/or shortness of breath or difficulty breathing; or two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell in the last 14 days;
 - Has not traveled outside of the United States or to New York in the last 14 days;
 - Has not been around any one or provided care to anyone who the individual knows was positive for COVID-19 or exposed to someone who was COVID-19 positive;
 - Agrees to participate in private screening, including a taking of the individual's temperature;
 - Agrees to participate in all COVID-19 Safety Protocols including, but not limited to, frequent and regular handwashing; remaining 6 feet away from all other individuals; frequently cleaning and/or disinfecting all surfaces and/or equipment on the jobsite; avoiding touching his/her face; covering all sneezes and coughs; wearing a mask at all times; and other procedures are required by law or through company policy.

Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following: **(Sample notices are attached hereto as Exhibit B and must be displayed in all languages necessary to ensure that all non-English speaking workers are able to understand the notice.)**

- Do not touch your face with unwashed hands or with gloves.
- Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
- Cover your mouth and nose when coughing or sneezing, or cough or sneeze into the crook of your arm at your elbow/sleeve.
- Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms.

- If you feel sick, or have been exposed to anyone who is sick, stay at home.
- Constantly observe your work distances in relation to other staff.
- Maintain the recommended minimum six feet at all times when not wearing the necessary PPE for working in close proximity to another person.
- Do not carpool to and from the jobsite with anyone except members of your own household unit, or as necessary for workers who have no alternative means of transportation.
- Do not share phones or PPE.

In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:

- Immediately remove the infected individual from the jobsite with directions to seek medical care.
- Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.
- The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.
- Actively encourage sick employees to stay home.
- Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least seven full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

ADDITIONAL CDC GUIDANCE FOR ALL EMPLOYERS

All Projects if Level of Community transmission or impact of COVID-19 is None to Minimal:

- Know where to find local information on COVID-19 and local trends of COVID-19 cases.
- Know the signs and symptoms of COVID-19 and what to do if organization members/staff become symptomatic.
- Identify safe ways to serve those that are at high risk or vulnerable (outreach, assistance, etc.).
- Review, update, or develop emergency plans for the organization, especially consideration for individuals at increased risk of severe illness.
- Encourage staff and members to stay home and notify organization administrators of illness when sick.
- Encourage personal protective measures among organization/members and staff (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean frequently touched surfaces at organization gathering points daily.
- Ensure hand hygiene supplies are readily available in building.

All Projects if Level of Community transmission or impact of COVID-19 is Minimal to Moderate:

- Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.
- Implement social distancing measures:
 - Increasing physical space between workers at the worksite;
 - Staggering work schedules;
 - Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel.
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).

All Projects if Level of Community transmission or impact of COVID-19 is Substantial:

- Implement extended telework arrangements (when feasible).
- Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.
- Cancel non-essential work travel.
- Cancel work-sponsored conferences, tradeshow, etc.

*A complete copy of the OSHA Interim Guidelines can and should be viewed, by [clicking here](#).

** A complete copy of the CAL/OSHA Guidelines for COVID-19 can and should be viewed, by [clicking here](#). These guidelines cover additional topics including those related to employers covered by the Aerosol Transmissible Diseases (ATD) Standard (California Code of Regulations, title 8, [section 5199](#)), Injury and Illness Prevention Programs (title 8 [section 3203](#)), and Control of Harmful Exposures under Title 8 [section 5141](#).

EMPLOYEE COVID-19 CERTIFICATION

By signing below, I certify that:

- I have not tested positive for COVID-19;
- I am not awaiting results from a COVID-19 test taken out of suspicion of having COVID-19 or at the recommendation of a health care provider;
- I am not experiencing now, and have not experienced in the last 14 days, fever, cough, shortness of breath or trouble breathing, persistent chest pain or pressure, extreme fatigue or unexplained or unusual confusion, and/or bluish lips or face (collectively, “COVID-19 symptoms”);
- I have not been exposed to (i.e. come within 6 feet of or cohabitated with) someone known to have tested positive for COVID-19;
- I have not been exposed in the last 14 days to someone known to have been exhibiting COVID-19 symptoms; and
- I have not traveled outside the country in the last 14 days.

Employee Name: _____
[PRINT NAME HERE]

Signature: _____

Date: _____

Witness: _____

EMPLEADO COVID-19 CERTIFICACIÓN

Al firmar a continuación, certifico que:

- No he dado positivo en las pruebas para COVID-19;
- No espero los resultados de una prueba COVID-19 por sospecha de tener COVID-19 o por recomendación de un profesional sanitario;
- No estoy experimentando ahora, y no he experimentado en los últimos 14 días, fiebre, tos, falta de aliento o dificultad para respirar, dolor o presión persistente en el pecho, fatiga extrema o confusión inexplicada o inusual, y / o labios o cara azulados (conjuntamente, "síntomas de COVID-19");
- No he estado expuesto a (es decir, yo no estaba a menos de 6 pies de distancia o cohabitaba con) alguien que se sabe que dio pruebas positivas por COVID-19;
- No he estado expuesto en los últimos 14 días a alguien que haya tenido síntomas de COVID-19; y
- No he viajado fuera del país en los últimos 14 días.

Nombre del empleado: _____
[IMPRIMA EL NOMBRE AQUÍ]

Firma: _____

Fecha: _____

Testigo: _____

JOB SITE CHECKLIST

***Every employer is responsible for compliance with the COVID-19 requirements for construction sites. A failure to comply will result in an immediate shut down of the project.**

Task	Person Responsible (Recommendation)	Date/Time Completed	Signature
TO GET STARTED			
Create Site Specific Health & Safety Plan to address COVID-19 related issues.	GC create the plan and require compliance by all subcontractors to streamline the process on site.		
Create and post instructions for all individuals entering the job site.	GC create the plan and require compliance by all subcontractors to streamline the process on site.		
Designate a COVID-19 Safety Compliance Officer (SCO).	An employee of the GC who is normally on site every day.		
COVID-19 Third-Party Jobsite Safety Designate an Accountability Supervisor (JSAS) (Large Construction Projects Only).			
Create and Post Notice of COVID-19 Community Spread Reduction Plan.	GC create the plan and require compliance by all subcontractors to streamline the process on site.		
Provide PPE Training & Maintain Attendance Log.	GC require the training be completed by each subcontractor every day any representative of that subcontractor is on site. Each day, the subcontractors should submit the completed attendance log to the GC for its records. The GC should perform the same training for its own employees.		
Make available Personal Protective Equipment (PPE).	Each trade performing work on site be responsible for providing the required PPE. It is advisable that the GC require certification from each trade of its compliance.		
Ensure adequate wash/hand Sanitizing Stations are available.	SOC and individual subcontractors.		

Task	Person Responsible (Recommendation)	Date/Time Completed	Signature
Ensure any location where a line may form (water stations, bathrooms, check in) have adequate visible markers to assist people in remaining 6 feet apart.	SOC and individual subcontractors.		
Ensure all stationary work stations are at least 6 feet apart.	SOC and individual subcontractors.		
Provide additional PPE for the individual designated to perform temperature screening.	SOC and individual subcontractors.		
Designate the individual who should be notified of any failure to comply with the COVID-19 procedures.	SOC		
ON AN ONGOING AND DAILY BASIS			
Modify schedule as needed to stagger stop/start times and breaks.	SOC		
Modify schedule as needed to stagger all subcontractors, inspectors, and delivery personnel as practical to enhance compliance with social distancing.	SOC		
Clean all PPE, equipment, and personal devices.	Individuals utilizing the PPE, equipment, and/or personal devices.		
Ensure face coverings are worn by all individuals on site and report all non-complying individuals and/or send them home.	SOC individual that reports to the SOC, and/or individual subcontractors.		
Ensure adequate wash/hand Sanitizing Stations are available, clean, and stocked.	Individual that reports to the SOC		
Sanitize all break areas, bathrooms, equipment storage areas, and (insert additional gathering areas) on the following schedule (insert frequency).	Individual that reports to the SOC		

Task	Person Responsible (Recommendation)	Date/Time Completed	Signature
Ensure all pens, stylus, or devices used to track attendance in a training, self-certification forms, or for any other purpose are sanitized after each use.	Individual that reports to the SOC		
Ensure all required notices are posted and visible.	SOC or person who reports to the SOC.		
Prevent individuals from bringing in any unnecessary bags or items not required for performance of their job at the job site.	Have the job entrance supervisor verify items being brought on site and have them instruct individuals to return any unnecessary items to their vehicles or to a secure and regularly sanitized location.		
Provide copies of the COVID-19 Protocol to all individuals on site.	Have the general contractor provide copies to the designated representative of each subcontractor for distribution to and compliance by their employees and any individual who enters the project site for any purpose related to the subcontractor.		
Dedicate daily entrance and exit supervisor who will ensure compliance with sign in and screening procedures.	Individual that reports to the SOC		
Designate individual to perform temperature screening.	Individual that reports to the SOC		
Designate individual to Supervise jobsite for compliance with all COVID-19 procedures.	SOC		
Perform daily COVID-19 safety briefings.	SOC and individual subcontractors.		
Ensure jobsite is secure and closed to all non-essential individuals.	SOC or person who reports to the SOC.		
Immediately remove individual with directions to seek medical care.	SOC		

Task	Person Responsible (Recommendation)	Date/Time Completed	Signature
<p>If an individual who has been on site tests positive for COVID-19: Locations the infected worker was at must be decontaminated and sanitized by outside vendor certified in hazmat cleanups and County must be notified.</p>	SOC		
<p>Check inventory of required hygiene materials, disinfectants, and all other materials required to comply with the COVID-19 procedures and report a need to order or secure additional materials.</p>	<p><u>For GC provided materials:</u> Individual who reports to the SOC.</p> <p><u>For subcontractor provided materials:</u> Individual subcontractors.</p>		