



CITY OF **ASPEN**

# **City of Aspen Covid-19 Construction Guidelines**

May 2020

# Basic Guidelines

- ▶ This training is meant to help General Contractors/Site Supervisors that will be completing the Covid-19 Site Safety Plan and managing construction sites under the Covid-19 regulations.
- ▶ This training is only for construction sites that have or are applying for City of Aspen permits. If your work does not require a permit, you do not need a Covid-19 Site Safety Plan.
- ▶ Sub-contractors working on permitted building sites will be working under the Covid-19 Site Safety Plan completed by the general contractor for each site and do not need their own plans.
- ▶ If you are looking for more information, but do not fall into the above categories, the best resource is the City of Aspen Covid-19 Website: <https://cityofaspen.com/COVID-19>. This website has information for other construction related work: landscaping, maintenance work, etc..., as well as general Covid-19 and social distancing resources.



# Basic Guidelines

- ▶ The Pitkin County Public Health Stay at Home Order has been amended to allow construction work starting on 4/23/2020. This work is allowed under restricted guidelines outlined in this training.
- ▶ Under this new order, the City of Aspen is requiring every permitted construction site to have an approved Covid-19 Site Safety Plan in order to re-open or begin work.
- ▶ The Covid-19 Site Safety Plan should be submitted to the City of Aspen Engineering Dept through Salesforce. Information can be found at: [www.cityofaspen.com/covidconstruction](http://www.cityofaspen.com/covidconstruction)



# Covid-19 Site Safety Plan

- ▶ In this training, we will go through the Covid-19 Site Safety Plan Requirements looking at how to complete the plan for submittal.
- ▶ This training will also explain the regulations in the Covid-19 Site Safety Plan Requirements for keeping a jobsite safe during the Covid-19 outbreak.
- ▶ There are six sections to the Covid-19 Site Safety Plan Requirements. This training will be broken down to follow along with the plan.
- ▶ The Covid-19 Site Safety Plan Requirements can be found here:  
<https://cityofaspen.com/DocumentCenter/View/5846/COA-Sample-Covid-Plan-Requirements?bidId=>
- ▶ At the end of sections III, IV, V, and VI of the Covid-19 Site Safety Plan there are fillable sections for additional measures. Please fill these out with any additional information that is not covered in the plan as written. If there is nothing to write here, please put "N/A" or "none".



# I. Responsibilities of Managers and Supervisors

- ▶ As the General Contractor/Site Supervisor you will be filling out the Covid-19 Site Safety Plan for your construction site.
- ▶ It is the responsibility of the site manager to understand all aspects of the plan, be able to answer any questions and concerns from workers on your site, and make sure that your site is following the new regulations on the ground once work starts.
- ▶ It is important to understand this is not a return to normal construction. Following the guidelines set forth by the City of Aspen and Pitkin County to work safely during the Covid-19 outbreak will drastically slow construction timelines.
- ▶ The Covid-19 Site Safety Plan puts added responsibilities on the General Contractor/Site Supervisor to provide extra virus-related PPE, fill out mandatory daily forms, enforce social distancing, and generally maintain a safe working environment during the Covid-19 pandemic.



# I. Responsibilities of Managers and Supervisors

- ▶ The Covid-19 Site Safety Plan requires general contractors to identify the most critical aspects of the job and focus on these. By focusing on a limited number of tasks that directly affect the critical path of construction, the site is able to begin work while also limiting non essential workers from being on site.
- ▶ The Safety Plan will ask for a breakdown of critical path activities in Section III.
- ▶ There is another level of responsibility on all construction sites during this time as well: construction is one of the first industries where the Covid-19 restrictions will be lifted in Pitkin County. If the construction re-opening goes poorly, it will delay the re-opening of future tiers of business and may actually move regulations back to where they were before.
- ▶ The Covid-19 regulations are being put in place under the Pitkin County Health Order, which means infractions are punishable by law enforcement, including fines and jail time. The City will work with sites to stay in compliance and educate. However, enforcement will be on a strict basis and disregard of these regulations will not be tolerated.



# II. Responsibilities of Employees

- ▶ All employees must follow the regulations as laid out in the Covid-19 Site Safety Plan. Supervisors are in charge of making sure all employees are familiar with these regulations.
- ▶ For the purposes of the Safety Plan, sub-contractors are considered “employees”. Sub-contractors will not be filling out their own Covid-19 Site Safety Plan. It is the responsibility of the General Contractor/Site Supervisor to make sure sub-contractors know the regulations and are following them on each site.
- ▶ All employees must know who the site supervisor is if any questions or concerns arise about the Covid-19 regulations. There must also be a second contact for employees to reach out to if the primary site supervisor cannot answer the question adequately or is not available. This information must be available for all employees to find quickly.



# II. Responsibilities of Employees

- ▶ Employees are responsible for following OSHA and CDC guidelines for all workers regardless of exposure risk. These are spelled out in the Covid-19 Site Safety Plan Requirements
- ▶ Employees are required to be familiar with the signs and symptoms of Covid-19. These are listed in the Covid-19 Plan.
- ▶ If employees develop any of these symptoms, or come in contact with any person with these symptoms, they are required to stay home and alert their supervisor and health care provider.
- ▶ If these symptoms develop while at work, the employee must go home immediately and alert his supervisor and health care provider.



# III. Jobsite Protective Measures

- ▶ This section of the Covid-19 Site Safety Plan goes over rules construction sites must follow during the Covid-19 outbreak.
- ▶ When creating the plan for your site, focus on limiting the workforce to the minimum needed to move the construction forward. The City requires that you focus on the critical path and defer any work that you can.
- ▶ When filling out the required fields, make everything site specific. Every site is at a different stage and has different priorities and challenges. Reflect this in the plan.



# III. Jobsite Protective Measures

- ▶ There are three Daily Logs that need to be maintained by the Site Supervisor. The Daily Site Log and Cleaning Log will be maintained and kept on-site. The City will inspect these logs throughout the construction process.
- ▶ Daily Site Log: this log is Attachment A in the Covid-19 Site Safety Plan, it is also called the “Visitors and Employees Log”. This log requires the site supervisor to log-in and do a health check on every worker coming onto the construction site every day.
- ▶ The Cleaning Log: this log is Attachment B in the Covid-19 Site Safety Plan. Please customize this log to reflect the conditions on your site. More details on cleaning and disinfecting the jobsite are available in Section IV of the Covid-19 Plan.
- ▶ The Pitkin County Covid-19 Daily Check-In: this log is found at: <https://docs.google.com/forms/d/e/1FAIpQLSfe2CnT0HrISPSvVifHVN-GLSoEwWgtobuZNiS0KGv4cWnS6Q/viewform>. This log must be submitted electronically to Pitkin County every day.



# III. Jobsite Protective Measures

- ▶ It is the General Contractor's responsibility to make sure all workers on a site are educated on the site specific Covid-19 Safety Plan and general Covid-19 hygiene protocols.
- ▶ Section III, Subsections A, B, and C are lists of rules that construction sites must follow in order to comply with regulations regarding Covid-19.
- ▶ These rules are in place to minimize any potential spread of the Covid-19 virus and encourage the health of everyone on the worksite and the general community.



# III. Jobsite Protective Measures

- ▶ We will not go over all the rules listed in the Covid-19 Site Safety Plans Requirements, but we will touch on few important/confusing ones.
- ▶ Any work that will require workers to be within 6' of each other requires stricter rules including: stricter PPE, and isolating these workers from other employees.
- ▶ No sharing of food or drinks between workers either. Delivery food is allowed at construction sites.
- ▶ Carpooling allowed to construction sites if requirements are met; Public transportation is allowed. See <https://www.cityofaspen.com/1285/Covid-19-Construction> for carpooling requirements.
- ▶ There is an added layer of rules for construction sites that are working in an occupied building. These are listed in subsection B of Section III. Familiarize yourself with these if your site is in an occupied building.



# IV. Jobsite Cleaning and Disinfecting

- ▶ This section details the regulations about keeping a jobsite clean and disinfected in order to prevent the spread of the Covid-19 virus.
- ▶ The General Contractor is required to provide cleaning and disinfecting supplies to meet these requirements and to ensure that all relevant surfaces and equipment are being cleaned according to the schedule.
- ▶ The General Contractor is also responsible for providing daily cleaning logs and making sure they are being filled out properly. An example of a daily cleaning log is located at the end of the Covid-19 Safety Plan document as Attachment B.
- ▶ All surfaces and equipment on a construction site are to be cleaned and then disinfected. This maximizes the killing of germs on a surface.
- ▶ Assign tools and equipment to one worker so multiple workers are not using the same equipment and spreading germs.
- ▶ All frequently touched items, including tools, equipment, door handles, toilet seats, steering wheels, etc... will be cleaned and disinfected multiple times per day.



# V. Jobsite Exposure Situations

- ▶ This section explains what shall be done on the employee level if a worker at a jobsite exhibits Covid-19 symptoms, tests positive for Covid-19, or has close contact with someone who tests positive for Covid-19.
- ▶ If an employee exhibits Covid-19 symptoms, or is diagnosed positive for Covid-19, the employee must stay away from work until all three requirements listed are met:
  1. until employee is symptom free for 72 hours without the use of fever reducing or other symptom altering medications.
  2. and employee's other symptoms have improved
  3. and it has been at least 10 days since symptoms first appeared.



# V. Jobsite Exposure Situations

- ▶ Any employee showing these symptoms is required to report symptoms on the Pitkin County Covid-19 symptom tracker:  
[https://datastudio.google.com/reporting/1Ro3JBNSLxmc8HT7JcS\\_Mch8c7mU60wC7/page/plbIB](https://datastudio.google.com/reporting/1Ro3JBNSLxmc8HT7JcS_Mch8c7mU60wC7/page/plbIB).
- ▶ Any employee who has had close contact (defined as within 6' for a prolonged period of time) with anyone who has tested positive for Covid-19 is required to self quarantine for 14 days.
- ▶ If an employee at a worksite is diagnosed with Covid-19, the General Contractor must find and notify all other workers who have been in close contact with this employee. This includes workers that are no longer on the site.
- ▶ Any worker that has had close contact with positive diagnosed employee will be required to self-quarantine for 14 days.



# VI. Protocol for Jobsite Monitoring

- ▶ This section outlines the responsibilities of the General Contractor in monitoring the health of all employees on a construction site and what to do if an employee shows symptoms of Covid-19.
- ▶ The site supervisor will monitor the health of every employee every morning at the jobsite. This includes checking for Covid-19 symptoms and taking a temperature of every employee every morning to check for fever.
- ▶ A no touch, infrared thermometer will be required for this. No using of thermometers that touch the patient to get a temperature.



# VI. Protocol for Jobsite Monitoring

- ▶ If any worker exhibits any Covid-19 symptoms as outlined in Section II, it must be treated as a positive Covid-19 case until proven otherwise.
- ▶ If a worker exhibits any of these symptoms, it must be reported to Pitkin County Public Health officials and The City of Aspen Building Dept.
- ▶ All personnel on the jobsite must be notified of this issue.
- ▶ All personnel that have been within close contact with sick individual must quarantine for 14 days and must report symptoms in the Pitkin County Covid-19 symptom tracker.
- ▶ Any areas the symptomatic employee worked in must be cleaned and disinfected before any other worker is allowed back into said areas.



# VII. Enforcement

The City of Aspen will be strictly enforcing these requirements to ensure the safety of the community, and non-compliance will lead to site shutdowns. Enforcement will occur in a three-step process as follows:

**Verbal Warning:** City of Aspen staff will provide and log a verbal warning to the general contractor of the construction site. The verbal warning will include observations of infractions and future enforcement steps.

**Corrective Notice:** If City staff observes a second infraction on a site that has already received a verbal warning, then a Corrective Notice will be issued. The Corrective Notice will require the general contractor to submit an amendment to the approved Site Safety Plan within 48 hours. The amendment shall include information/practices on how the observed infractions will be prevented in the future. If no amendment is received by City staff within 48 hours, then the site will be shut down for 14 days.

**Site Shutdown:** If City staff observes a third infraction on a site that has already received a verbal warning & Corrective Notice, then the site will be shut down for 14 days.



# Review

- ▶ Take your time while preparing the Covid-19 Site Safety Plan. Make sure you understand all the requirements and how they will affect your jobsite.
- ▶ If you have any questions while filling out your Site Safety Plan, or during work, email [cmphelp@cityofaspen.com](mailto:cmphelp@cityofaspen.com). This is the best way to get in touch with the Construction Management Team that will be reviewing your Safety Plan and monitoring conditions at work sites.
- ▶ Always remember while planning for work and during construction that the whole point of the Covid-19 Site Safety Plan is to follow as closely as possible the Pitkin County Health Order on Covid-19. If you are unsure if something is allowed at the jobsite, refer to the health order. When in doubt, be conservative
- ▶ Take any, even small, indication that a worker might be sick very seriously. It is much better to be aggressive in this situation by sending the employee home and shutting down work for a day or two than two let the virus spread to many workers, and potentially further.
- ▶ Construction has a special responsibility as one of the first industries to have restrictions eased. Take this responsibility seriously and be safe.

