

City of Aspen
COVID-19 Site Safety Plan

Project Address: _____
Project Description: _____
Permit Number: _____

[Name of Safety Officer, Phone Number and Email]

Safety Officer Signature

Date

Note: 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. Compliance with this plan is crucial, and infractions are punishable by law enforcement.

[Name of Company] (hereinafter “Company”) takes the health and safety of our employees very seriously. In order to be safe and maintain operations, we have developed this COVID-19 Site Safety Plan to comply with the current Pitkin County Health Order.

This Plan identifies construction tasks that affect the critical path, and prioritizes these tasks. The Plan addresses the following:

- Focuses on activities that are truly critical: Not all construction activities are of equal urgency, those activities that are most critical to job progression will be prioritized, to allow for better separation of the workforce. When considering whether a project is critical, the following factors were considered:
 - Whether the project is under construction already and thus requires active traffic management (in the case of a transportation project) or other work zone safety measures that benefit from ongoing activity;
 - Whether deferral of a start date on a project would undermine public safety or continuity of operations for critical infrastructure;
 - Whether the project can feasibly be done with social distancing measures as detailed above.
- Encourages deferral of non-essential work

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **[Title of Manager or Supervisor]**

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever (a temperature of 100.4°F or more);

- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever or symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

III. Job Site Protective Measures

Summary of work plan is as follows:

The number of people in each work crew will be reduced to the minimum number of people possible to perform the task safely, even if the reduction of crew size means the job takes longer. Below is a description of each phase of construction and the number of workers that will be permitted.

Phase of Construction	Number of Workers

- A Daily Site Log will be maintained. The template is attached as Appendix A
- The following daily report will be made to Pitkin County Public Health to better understand the effect construction is having on our community - [Daily Report](#)
- A Cleaning Log will be maintained. It identifies when each area of the job site (port-a-johns, door handles, machinery cabs, job trailers, etc.) have been cleaned. The template is attached as Appendix B.
- The workforce will be educated regarding seriousness of the current health situation and how to prevent spread of viruses through the following methods:

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- The workforce on site will be educated regarding social and hygiene practices through the following methods:
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The Company has instituted the following protective measures:

- *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 5 people and participants must remain at least six (6) feet apart.
- Where work trailers are used, only necessary employees should enter the trailers and all employees will maintain social distancing while inside the trailers.
- Access to enclosed spaces will be restricted to essential personnel only. Enclosed spaces (e.g., toilets, break areas) are viewed as potential transmission areas and treated accordingly. Time spent in these areas should be reduced as much as possible.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Construction teams should make every effort to limit activities that cannot be performed within 6 feet of distance between workers. However, some core construction activities may require some proximity to complete (e.g., concrete pours, utility potholing, work in cranes, drainage pipe construction, among others). In these cases, construction crews must employ other aggressive measures to limit contact. Examples include the use of supplemental Personal Protection Equipment (PPE) like face shields or respirators, minimizing the number of people on a team, and retaining consistency within work teams to limit contact with parties external to that team.
- In-person meetings should be avoided. Office meetings and consultations should take place virtually, with participants working from home or their work truck, whenever possible. If an in-person meeting is absolutely necessary, that must be limited to fewer than five people, and participants must maintain 6 foot distance

at all times during the meetings. All surfaces should be wiped down before and after the meeting, and hand washing should also occur before and after the meeting

- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than five (5) people. Community provided food and lunch areas and community coffee pots, water dispensers, microwaves **WILL BE ELIMINATED** from break and other common areas.
- Hand washing stations will be made readily available to make it easy for employees to wash their hands multiple times a day. Hand sanitizer with at least 60% alcohol will also be provided for employees to use if soap and water are not available and hands are not visibly dirty. However, if hands are visibly dirty, always wash hands with soap and water. The Company will ensure that stations stay stocked at all times and provide additional hand sanitizer when needed
- Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
- The Company will divide crews/staff into two (2) groups where possible so that projects can continue working effectively in the event that one of the divided teams is required to quarantine.
- As part of the division of crews/staff, the Company will divide employees into dedicated shifts, at which point employees will remain with their dedicated shifts for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- Employees are discouraged from ride-sharing and car pooling unless employees using car pool are from the same household. If car pooling is utilized, it will meet the below requirements:
 - Hand sanitizer is used by each passenger when entering the vehicle.
 - The number of passengers has been reduced by 50% of the vehicle's occupancy, and passengers sit in locations to maximize the distance between one another.

- Passengers will wear a non-medical, cloth face-covering when in a vehicle containing more than 1 person.
 - All high-contact surfaces of the vehicle, such as steering wheel, seatbelts, door handles, and console, shall be properly disinfected in between uses by different employees and at the end of each day.
 - Each employee should use/drive the same truck or piece of equipment every shift.
 - In lieu of using a common source of drinking water, such as a cooler, employees will use individual water bottles.
- *Workers entering Occupied Building and Homes*
 - Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
 - During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Company will provide alcohol-based wipes for this purpose.
 - Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.
- *Job Site Visitors*
 - The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
 - Visitors outside the typical work crew should avoid interaction with the team wherever possible. For example, if an inspector or materials delivery needs to enter the site, they should alert the work team (e.g. by honking the horn of their vehicle twice or through another established communication means) so that the work team can vacate the site while the external parties are present.
 - Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.
 - All visitors will be screened in advance of arriving on the job site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to

access the jobsite:

- Have you been confirmed positive for COVID-19?
- Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
- Have you been in close contact with any persons who has been confirmed positive for COVID-19?
- Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

▪ *Personal Protective Equipment and Work Practice Controls*

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees will not share gloves.
 - Eye protection: Eye protection should be worn at all times while on-site.
 - Face masks: All site workers, visitors, etc. must always have a cloth face mask in their possession. Cloth face masks must be only worn while within 6 feet of another person. Cloth masks will follow CDC guidelines.
 - **NOTE:** The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work and if available.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.

- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

[*Additional Jobsite Protective Measures Include:*].

IV. Job Site Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is performed using soap, detergents, cleansers and clean water before using a disinfecting method.

Follow cleaning activities with an approved disinfectant. Disinfection refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting is performed using approved commercial or household disinfecting solutions.

- Jobsite trailers and break/lunchroom areas will be cleaned multiple times per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.

- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The company will provide alcohol wipes in the job site toilets so that employees can disinfect after each use.
- The Company will ensure that hand sanitizer dispensers are always filled.
- Frequently touched items (i.e. door pulls, toilet seats, instrument panels, steering wheels, devices such as cell phones) will be disinfected frequently throughout the day.
- Vehicles and equipment/tools will be cleaned at multiple times per day and before change in operator or rider.
- The Company will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The Company will maintain Safety Data Sheets of all disinfectants used on site.

[Additional Cleaning and Disinfection Guidelines Include:].

V. Jobsite Exposure Situations

- **Employee Exhibits COVID-19 Symptoms or has been Diagnosed Positive for COVID - 19**
 - the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - At least 10 days have passed since symptoms first appeared

To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee should report their symptoms via the COVID-19 Symptom Tracker

- [COVID-19 Symptoms Tracker](http://shorturl.at/acmz6)- <http://shorturl.at/acmz6>
- [Informe de Sintomas COVID-19](http://shorturl.at/ENPTY)- <http://shorturl.at/ENPTY>

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days. The Company will direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

VI. Protocol for Jobsite Monitoring and Exposure to COVID-19

Employees will monitor their health at the beginning of each work day and will check their temperature at the job site at the start of the work day (although some COVID-19 cases do not experience a fever)

If a single jobsite person becomes ill or is suspected to have COVID-19 appropriate protocols shall be followed as outlined below:

- Notify Public Health officials and appropriate building department.
- All personnel on the jobsite to be notified of contact either direct or incidental with affected person.
- All personnel affected to be quarantined for 14 days and report symptoms through their supervisors to jobsite personnel.
- The Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.

Work can resume when cleared by Pitkin County Health and the Local Chief Building Official

[Additional Job Site Protocols Include:]

Attachment B
Cleaning Log

Each site will need to complete a cleaning log specific for their site. Below is an example log.

		Areas/Items To Be Cleaned	Initials	Date	Time	Supplies to be Replenished?
AM						
1	Tools					
2	Equipment					
3	Job Trailer					
4	Toilets					
5	Door Pulls					
6	Instrument Panels					
7	Other					
8						
9						
10						
Midday						
1	Tools					
2	Equipment					
3	Job Trailer					
4	Toilets					
5	Door Pulls					
6	Instrument Panels					
7	Other					
8						
9						
10						
PM						
1	Tools					
2	Equipment					
3	Job Trailer					
4	Toilets					
5	Door Pulls					
6	Instrument Panels					
7	Other					
8						
9						
10						