



# COVID-19 Response

Maintaining a safe and healthy environment for our employees, partners, and clients.

Updated 5.13.2020

# Record of Changes 05.13.20

All Changes in the Slides are Bolded and Italicized

## Slide 3 – Outline of COVID-19 Job Site Protocols

- Removed Item 3 BCCI Safety Team On-Site Inspection.
- Item 3 is Now Daily Procedure and Disinfection.

## Slide 4 – Symptoms of COVID-19

- Updated Symptoms to reflect to CDC Guidance - Removed Headache and Repeated Shaking with Chills.

## Slide 7 – PPE Recommendations

- Line 3 Column 2 – Inserted “or KN95” into Comment.
- Line 5 Column 1 – Inserted “or Rubber-Coated into Item.
- Line 5 Column 2 – Inserted “Rubber Coated Gloves must be disinfected before each reuse.”
- Note Under Table – Inserted “or KN95 after N95.”

## Slide 9 – Encourage Employees to Stay Home

- Updated Symptoms to reflect current CDC Guidance - Removed Repeated Shaking with Chills and Headache.

## Slide 12 – Daily Procedures and Disinfection

- Bullet 1 – Verbiage Change – When employees arrive at the jobsite, all shall wash hands and then place either one layer disposable gloves or rubber coated gloves and protective face covering of choice.
- Bullet 6 – Verbiage Change – “Either one layer of disposable gloves or rubber-coated work gloves, non-medical N95 or KN95 masks.

## Slide 14 – Appendix B – BCCI Superintendent Guidance

- Rows 1-3, Column 3 – Verbiage Change – “One Layer Disposable Gloves or Rubber-Coated Work Gloves...”
- Rows 4-6, Column 3 – Verbiage Change – “Non-Medical Grade N95 or KN95 masks or P100 Respirator, One Layer Disposable Gloves or Rubber-Coated Work Gloves.”
- Note Under Table – Verbiage Change – “Standard N95 or KN95 masks are acceptable for construction use during this time.”

## Slide 16 – Appendix A BCCI COVID-19 Daily Checklist Form

- Updated – Symptoms to Reflect Current CDC Guidance - Removed Repeated Shaking with Chills and Headache.
- Added – Columns Which Require - Company Address, Company e-Mail, and Company Telephone.

# Outline of COVID-19 Jobsite Protocols



## 1. Introduction

1.1 Symptoms and Spread of COVID-19

1.2 Protecting BCCI Employees

1.3 Personal Protective Equipment (PPE) Recommendations

## 2. Proactive Action Steps to Prevent Employees Infection

### 3. *Daily Procedures and Disinfection*

- Appendix A – BCCI COVID-19 Daily Checklist Form
- Appendix B – Superintendent Guidance
- Appendix C – Risk Level and Exposure Table

**Note:** Due to the evolving nature of the current novel Coronavirus (COVID-19) pandemic, BCCI's COVID-19 Jobsite Protocols and procedures are subject to changing conditions and safety requirements. **If recommendations and guidelines from authorities are duplicative, different, inconsistent or in conflict, the more restrictive and stringent procedure will be followed at the jobsite.** This plan will be updated with recommended best practices as conditions, guidelines and recommendations are changed and revised. BCCI's Safety Team will distribute updates and revisions to this plan as soon as practical.

# Symptoms of COVID-19

According to the CDC, the main symptoms include:

- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fever*
- *Chills*
- *Muscle pain*
- *Sore throat*
- *New loss of taste or smell*

The best way to prevent illness is to avoid being exposed.

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)

# Understanding How COVID-19 Spreads

## Person-to-person spread

- Between people who are in close contact with one another (within about 6 ft).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Studies suggest COVID-19 may be spread by people without symptoms.

## Contaminated surfaces or objects

- Touching a surface or object that has the virus on it and then touching the mouth, nose, or eyes.

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://cdc.gov/COVID19)

# Protecting BCCI Employees



- BCCI has developed COVID-19 Jobsite Protocols in partnership with EHS consultant EnviroNova to prevent the spread of the virus and to protect employees and their families.
- The protocols are based on recommendations by the:
  - Centers for Disease Control (CDC),
  - Occupational Safety and Health Administration (OSHA),
  - World Health Organization (WHO),
  - Environmental Protection Agency (EPA),
  - and Local Health Organizations.
- Trusted websites for employees to refer to for up-to-date information:
  - <https://www.coronavirus.gov/>
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
  - <https://www.cisa.gov/>
  - <https://covid19.ca.gov/>
  - <https://www.osha.gov/SLTC/covid-19/standards.html>
  - <https://www.dir.ca.gov/dosh/coronavirus/>

# PPE Recommendations



Good handwashing and hygiene practices are the most important habits for minimizing exposure to germs and preventing infections.

Item	Comments
Hand Sanitizer	Alcohol-based for use when proper handwashing facilities are not available.
Disinfecting Wipes & Gel	Used to cleanse surfaces when gloves are not available (pens, handrails, telephone handsets, etc.).
Masks (Required)	Non-medical grade N95 <b>or KN95 masks</b> for protection from infectious particles.
Cloth Masks	All workers must wear a cloth face cover or mask to protect other people in case you are infected. The cloth face cover is NOT a substitute for social distancing according to the CDC.
Disposable <b>or Rubber-Coated</b> Gloves	For use where some dexterity will be required. Vinyl material minimizes the potential for allergic reaction. <b>Rubber-Coated Gloves must be disinfected before each reuse.</b>

\*\* Medical grade N95 respirators are defined as surgical N95 masks that are fluid resistant. Standard N95 **or KN95 masks** are acceptable for construction use during this time.

BCCI employees, subcontractors, and visitors must adhere to all “social distancing” policies as issued by local, state, and federal authorities.

- Keep at least 6 feet between yourself and others.
- Distancing to be maintained as much as possible, as long as work can still be safely completed.



# Proactive Steps to Prevent Employee Infection

These operating guidelines provide a course of action to safely continue construction work and activities to protect employees from workplace exposure to **COVID-19**.

**OSHA** recommends the following engineering controls:

- Utilize HEPA air scrubbing machines on jobsite – 1 unit per 5,000 sf at a minimum. May increase to 1 per 2,500 sf if jobsite conditions do not allow for effective air scrubbing.
- If conditions are available, increase Building HVAC ventilation rates in the work environment.
- BCCI will install appropriate barriers and signage to allow entrance only to authorized personnel.
- Job Functions that require multiple workers in a small space such as hanging sheetrock will require the evaluation of increased HEPA Air Scrubbing Machines or PPE as defined in Appendix B (Superintendents Guidance)



# Proactive Steps to Prevent Employee Infection



The **CDC** has published the following recommended strategies:

- **Encourage Sick Employees to Stay Home**

- Any employee with symptoms of respiratory illness should remain at home until they no longer have a cough, shortness of breath or difficulty breathing or two other COVID-19 symptoms (***cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell***) for at least 24 hrs without the use of fever-reducing/symptom-altering medication. Notify Supervisor and remain if home if sick.

- **Limit Number of Workers per Jobsite to Maintain Social Distancing**

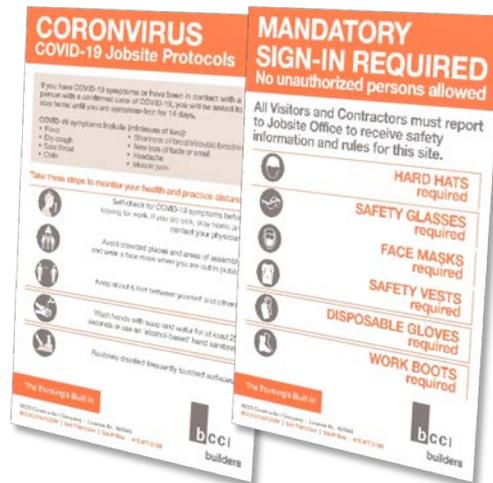
- Square Footage of the Construction Areas will be determined so the worker loading will equal approximately 500 sf per worker to maintain social distancing.
- BCCI will calculate the total square footage of construction space and then divide by 500 to calculate the worker loading.

- **Limit Number of Workers on Multi-Story Jobsites to Maintain Social Distancing**

- BCCI will calculate worker loading and requests that each floor stay in autonomous groups throughout the workdays.
- BCCI Safety Team, Foreman, and Superintendents managing multiple floors must follow hygiene and PPE practices when moving from floor to floor.
- Do Not Allow workers to switch between floors in order to decrease the number of people they come into contact with daily.
- BCCI will increase number of people on the jobsite, if the current federal, state, and local recommendations allows for an increase in personnel.

# Proactive Steps to Prevent Employee Infection

- **Post Signs to Encourage Employees to Practice Healthy Hygiene**
  - Signage will encourage employees to stay home if they are feeling sick, display cough and sneeze etiquette and handwashing hygiene.
  - Soap and water will be provided to wash hands for at least 20 seconds, plus alcohol-based hand sanitizer that contains at least 60-95% alcohol.
  - Soap and Water are preferential if hands are visibly dirty.
- **Perform Routine Disinfection**
  - Routinely Disinfect all Frequently-touched surfaces (i.e., doorknobs, countertops, light switches, and personal workstations) will be cleaned prior to work and at the end of day.
  - Sprayed disinfectants must remain on surfaces for at least 60 seconds prior and **DO NOT WIPE OFF** to ensure the chemicals have sufficient time to kill bacteria / virus.



# Proactive Steps to Prevent Employee Infection

In addition to the OSHA and CDC recommendations, BCCI will be taking the following actions:

- Follow detailed Remobilization Checklist for all projects.
- Fill out BCCI COVID-19 Daily Checklist Form/sign-in sheet.
- Conduct daily safety tailgate meetings to discuss site conditions and share new information regarding COVID-19.
- BCCI will add the Jobsite Protocols to all Site Specific Health & Safety Plans

The image shows two overlapping forms. The front form is the 'BCCI COVID-19 REMOBILIZATION CHECKLIST'. It includes a header with the BCCI logo and title. Below the header are fields for Project No., Project Name, Project Address, Client, Superintendent, Project Manager, Submission Date, and Submission Time. The main body of the form is a table with columns for 'WEEK PRIOR LOGISTICS & PRE-REMOBILIZATION', 'YES/NO', 'N/A', 'DATE', and 'OWNER'. The table contains 14 rows of checklist items, such as 'Recall new policies & procedures from subcontractors' and 'Conduct mandatory safety meeting with all subcontractors'. The back form is a sign-in sheet with columns for 'DATE' and 'OWNER', and it has several rows with 'Super' and 'Super & PM' listed as owners.

# Daily Procedures and Disinfection



## EnviroNova recommends the following:

- When employees arrive at the jobsite, all shall wash hands **and then place either one layer disposable glove or rubber-coated work gloves** and protective face covering of choice.
- Routine disinfection shall be performed on all frequently touched surfaces, which includes but not limited to, work stations, countertops, handles, doorknobs, gang boxes, shared tools, etc.
- Workers will utilize the provided boot disinfection stations to clean their boots using sprayers and disinfectant prior to and after entering the jobsite.
- On-Floor Restrooms/Portable bathrooms are serviced multiple times a week.
- Alcohol-based hand sanitizer and soap and water shall be available for employees.
- HEPA air scrubbing machines shall be used at each jobsite. Personnel changing filters shall wear **one layer of disposable gloves or rubber-coated work gloves, non-medical grade N95 or KN95 masks**, and eye protection.
- No sharing PPE. Disinfect reusable supplies/equipment.
- Sanitize and disinfect tools before each use.
- No more than 4 workers will be allowed to ride in an elevator at one time and shall wear gloves and face coverings of choice.
- Groups may not congregate in lunch or break areas.
- No communal food shall be permitted until further notice.
- All common break areas, lunch and break rooms shall be cleaned multiple times throughout the workday.
- Identify specific locations and practices for daily trash such as paper, hand towels, food containers, water bottles, etc.

# Response Procedures COVID-19 Infected Jobsite



The purpose of these operating guidelines is to provide a course of action after a confirmed case of COVID-19 has been identified at the jobsite:

- **Separate Sick Employees:**

- Move potentially infectious people to a location away from workers and other visitors.
- Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Restrict the number of personnel entering isolation areas.
- Sick employees should cover their noses/mouths when coughing and sneezing, and use tissues when available.
- Protect workers in close contact with (i.e., within 6 ft of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.
- The Site Supervisor shall contact the BCCI Safety Manager for guidance and refer to Appendix B.

# Appendix B: BCCI Superintendent Guidance



Employee Situation	Engineering Controls	PPE Required
Approximately 1 employee per 500 sf. Total square footage will be calculated and then divided by 500. (Example: 20,000 sf area divided by 500 is 40 total workers.)	Adequate ventilation, HEPA negative air machines, routine disinfection, and social distancing. One (1) negative air machine per 5,000 sf.	Required PPE = <b>One Layer disposable gloves or rubber-coated work gloves</b> , protective face covering, and safety glasses.
No more than 4 employees per elevator.	Unavailable mechanical controls. Social Distancing	Required PPE = <b>One Layer disposable gloves or rubber-coated work gloves</b> , protective face covering, and safety glasses.
Employees working 6 feet apart from one another.	Adequate ventilation, HEPA negative air machines, routine disinfection, and 10 workers per 5,000 sf	Required PPE = <b>One Layer disposable gloves or rubber-coated work gloves</b> , protective face covering, and safety glasses.
10 or more employees per 5,000 sf or working in small rooms/more employees in a certain work area.	Increase ventilation substantially, increase HEPA negative machines, increase frequency of routine disinfection. More negative air machines with workers as they move work areas.	Required PPE = non-medical grade <b>N-95 or KN95 or P100 respirator, one layer of disposable or rubber coated work gloves</b> , and safety glasses.**
Employees working in close proximity (less than 6 ft and less than 1 hour) or employees working on aerial lifts which require close contact.	Increase ventilation substantially, increase HEPA negative machines, increase frequency of routine disinfection.	Required PPE = non-medical grade <b>N-95 or KN95 or P100 respirator, one layer disposable gloves or rubber-coated work gloves</b> , safety glasses, coveralls or Tyvek suit required.**
Employees working in close proximity (less than 6 feet and more than 1 hour of strenuous work (i.e. hanging sheetrock, digging trenches)	Increase ventilation substantially, increase HEPA negative machines, increase frequency of routine disinfection. Move negative air machines to new work areas as workers move.	Required PPE = non-medical grade <b>N-95 or KN95 or P100 respirator, one layer disposable gloves or rubber-coated work gloves</b> , safety glasses, coveralls or Tyvek suit required.**

**\*\*Medical grade N-95 respirators are defined as surgical N-95 masks that are fluid resistant. Standard N-95 or KN 95 masks are acceptable for construction use during this time.**



# Appendix C: Risk Level and Exposure Table

RISK LEVEL	TRAVEL/INTERACTION EXPOSURES*	EXPOSURES IDENTIFIED THROUGH CONTACT INVESTIGATION
High	International travel	All international travel (beginning 3/6/2020)
	Direct close contact**	Living in the same household as, being an intimate partner of, or providing care in a non- healthcare setting (such as a home) for a person with symptomatic or suspected COVID-19 infection without using recommended CDC precautions
Medium (assumes no exposures in the high- risk category)	North American air travel	On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic or suspected COVID- 19 infection; this distance correlates approximately with 2 seats in each direction.
	Close contact**	Close contact with a person with symptomatic or suspected COVID-19
	Direct close contact**	Living in the same household as, an intimate partner of, or caring for a person in a non- healthcare setting (such as a home) to a person with symptomatic or suspected COVID -19 infection while consistently using recommended CDC precautions for <u>home care</u> and <u>home isolation</u>
Low (assumes no exposures in the high- risk category)	Not applicable	Being in the same indoor environment (e.g. a classroom, a hospital waiting room, building lobby, or general jobsite location) as a person with symptomatic or suspected COVID-19 for a prolonged period of time but not meeting the definition of close contact
No Identifiable Risk	Not applicable	Interactions with a person with symptomatic or suspected COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room

BCCI has determined that construction jobsites will be defined as Low to No Identifiable Risk.

# Appendix A: BCCI COVID-19 Daily Checklist Form

Project \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

I affirm that:

- All of crew members are healthy and are free of the following symptoms:
  - Cough**
  - Fever**
  - Sore throat**
  - Shortness of breath or difficulty breathing**
  - Chills**
  - New loss of taste or smell**
  - Muscle pain**
- No crew member(s) have traveled outside of the United States with the last 14 days.
- If any crew member(s) begins to exhibit symptoms on-site, he/she will be sent home immediately, and BCCI will be notified immediately.
  - A documented list of the locations where the crew member was working and the personnel, he/she encountered while on-site will be provided promptly to BCCI.
- All crew member(s) have been educated in hygiene best practices and social distancing.
- No crew member(s) have been in contact with any individual exhibiting symptoms of COVID-19 in the last 14 days.
- All personnel are certified and current with FIT testing for the use of a respirator (i.e., half-faced and/or full face) as applicable per these protocols.

Foreman Name \_\_\_\_\_ Signature \_\_\_\_\_

Names of Crew Members On-Site	Company Address	Company e-Mail	Company Phone Number

# Acknowledgement Page



1. Read through entire presentation (**updated 5.13.2020**) to understand the Protocols when working on a BCCI Project.
2. After reviewing the Protocols please sign in the area below.
3. Bring this signed document with you to the jobsite and turn it into your foreman.
4. Once received you will be issued a BCCI Hard Hat Decal to acknowledge you have been trained.

I am acknowledging I have read, understand, and will comply with the established Protocols (**updated 5.13.2020**) for the BCCI Project I am assigned to.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_