



Advisory and Guideline for those Working in Homes: Worker and Resident Protection during Covid-19 Crisis

Special thanks to Hayward Score and HVACR School for compiling and editing these resources

Advisory and guideline for Construction Worker Protection during Covid-19 Crisis

The goals of the guidelines below are to ensure that workers are able to be responsible for themselves and their surroundings and are able to practice:

- **Not social distancing, just distancing at job sites**
- **Recommended hygiene and personal protection protocols** on job sites

And have access to:

- **Adequate ventilation** on indoor job sites to ensure cross-ventilation and ability to flush the full enclosure
- **Sufficient sanitation and oversight** on all job sites

Core Recommendations that are referenced throughout this document

- **WASHING HANDS:** Public health organizations recommend washing hands and wrists thoroughly for 20 seconds with soap and water using vigorous friction very frequently throughout the day. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- **SOCIAL DISTANCING of 6 feet apart at all times:** Public health organizations recommend that a minimum 6 foot distance be maintained between people at all times regardless of situation. Direct contact including hand shakes and fist bumps are not permitted. The greatest risk of infection is when you are in proximity to other people, not when touching or exposed to materials or the equipment.
- **WEARING A MASK:** Public health organizations now recommend wearing a mask in settings where other social distancing measures are difficult to maintain. This includes wearing a mask any time you are working in an area or moving through an area where other people are present.

Employee Hygiene

Special thanks to Hayward Score and HVACR School for compiling and editing these resources

Question or comments - jmedosch@haywardscore.com

- Employees should WASH THEIR HANDS a minimum of 20 seconds with soap and water multiple times per day. This includes immediately upon project arrival, before eating, after task, after bathroom breaks, after fueling a vehicle, after touching common tools or similar items, and just prior to project departure.
- Employees must maintain SOCIAL DISTANCING of 6 feet apart at all times.
- Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Employees should cover coughs and sneezes. Follow the CDC protocol:
 - Cover their mouth and nose with a tissue or use the inside of their elbow.
 - Throw used tissues in the trash.
 - Immediately wash their hands as previously proscribed.
- Employees that wear gloves should follow good glove-wearing protocol including the understanding that exterior surfaces of gloves can be contaminated. Proper glove disposal and storage are required.
- Employees are encouraged to wear face protection and masks when available and practical for the task. See recommended OSHA PPE under “Tool and Equipment Use.”
- Employees shall not share anything with other workers such as phones, two-way radios, food, water bottles, plates, etc. For guidance on sharing tools and equipment see “Tool and Equipment Use.”
- Bottled water is available for each employee in ample quantities. If your bottle is not fully consumed, either dispose of what is left or mark the bottle with your name and store in an area only accessible to that employee. At the end of the day, all partial bottles of water or other liquids must be removed from the job site.
- Employees will be encouraged to bring a prepared meal with them so that leaving the site is not necessary for meals or other reasons.
- Encourage employees to be safe outside of work and follow the Monterey County “Shelter in Place” order and State “Stay at Home” order when not at work as well as all CDC recommendations.

Employee Wellness and Self-Reporting

- Require workers not to come to work if they are ill. Employees must remain home if for any reason they are feeling ill or sick in any way, including signs such as coughing, etc.
- Employees must notify their supervisor immediately if they remain home sick or see a doctor for signs such as coughing or fever.
- Observe each other first thing every day and throughout the day. Report any workers that appear to be ill or have a cough or other symptoms to your supervisor. See Something - Say Something!

*Special thanks to Hayward Score and HVACR School for compiling and editing these resources
Question or comments - jmedosch@haywardscore.com*

- Employees that develop symptoms of being ill while on the job should be sent home immediately.
- If ill, the employee should contact a medical provider or physician by phone before going to the medical office, clinic, or emergency room. Another option is to contact a tele-doctor.
- If any crew member, job site worker, or visitor tests positive for COVID-19, they should not be allowed back to the job site or access equipment, vehicles, or personal property until cleared by a physician. A mandatory quarantine period may be directed by the Monterey County Health Department. **The project will be immediately stopped until appropriate measures have been taken to sanitize and clear the site for further work.**
- If an employee tests positive for COVID-19, there is some immediate information that should be collected and actions taken to protect other employees and customers and ensure transparent communication both internally and externally.
 - These steps include collecting the employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple worksites recently with timing, and the last day the employee was at work. Identify who has had contact with the employee.
 - If you cannot verify that the ill employee's attending physician has contacted the public health department, and health authorities have not contacted you, call the health department immediately.
 - **Do not disclose the employee name unless asked to by the health department.**
 - Health authorities will provide recommendations regarding the next steps in terms of identifying employees and further protective measures that need to be taken.
- If possible each employee should check their temperature every morning before the start of work and stay home if it exceeds 100.4° F.
- Stay in consistent contact with your direct manager for updates.

Tool and Equipment Use

- When using or servicing equipment, use OSHA recommended PPE gloves and safety glasses or goggles as appropriate for the task, and standard PPE masks/respirators when close proximity to other workers is required or working with chemicals.
- All hand tools should be assigned to ONE USER only per day. DO NOT share hand tools or other devices, unless they have gone through a sanitizing process prior to being used by other users. If it is necessary for equipment to be shared

during the workday it must be sanitized between each exchange between users..

- All electric hand tools shall be sanitized at the end of the day, even if assigned to a single person for the entire day.
- Sanitizing fluids and wipes shall be readily available to use for sanitizing tools and equipment contact surfaces.
- All equipment should be assigned to ONE operator per day. DO NOT share equipment unless equipment, including operators' compartment, have gone through a sanitizing process prior to changing operators.

Job Site Operations

Signage

- ALL posted signs must be in English and Spanish
- ALL project sites shall restrict entry by any person(s) other than workers that have been fully trained under the requirements of this advisory.
- ALL projects shall post signs at all access points informing all that entry is restricted to trained workers and authorized personnel only.
- Signage shall be posted requiring SOCIAL DISTANCING of 6 feet between all workers on the project site.

Hygiene and Sanitation

- Signage shall be posted reminding workers of proper glove disposal.
- Hand washing stations shall be at every entry point and at accessible locations throughout the site as appropriate.
- Hand sanitizer and sanitizing wipes shall be provided as necessary.
- Portable toilet facilities shall be wiped down with sanitizing wipes after every use including surfaces that are touched such as handles, locks, etc.
- Hand sanitizer will be available for use in every portable restroom.
- Accessible containers shall be made available for proper glove disposal.
- Perform routine environmental cleaning in high traffic areas and common spaces.
- Designated staff will sanitize all common areas, including break rooms/areas and bathrooms, as well as high-touch surfaces shared work areas including primary access doors, knobs, light switches, etc. at the end of each workday.

Ventilation

- Proper ventilation shall at all times be required when doing indoor work. When working indoors a continuous flow of fresh air is important to minimize exposure to virus and bacteria as well as reduce airborne particulate that might impact lung function. Open multiple windows to establish fresh air ventilation to flush the full

enclosure while work is being performed. Use high volume fans if necessary to circulate air. Use ventilation fans if in an area of confined space.

Comment - If fans are used then should they be used for supply only, or exhaust only, and avoid air circulation? If the intent is to flush the area then creating exhaust of supply conditions might be preferred.

Visitors and Deliveries

- Limit non-essential visitors to the job site.
- Visitors who are essential to job site operations must be approved before arriving. Employees should maintain SOCIAL DISTANCING of 6 feet separation away from any visitor.
- To limit exposure of employees, emphasize on-line ordering for any direct to consumer sales with outside pick-up or delivery options. Do not order from Amazon. They already have plenty of money. Use local businesses where possible.

Other Operations Procedures

- Eliminate all non-essential and non-related services, including entertainment activities.
- Limit meetings, training, classes and group gatherings to essential communication only. Any gatherings should be limited to 5 people and should maintain SOCIAL DISTANCING of 6 feet separation. Hold multiple meetings if necessary.
- Limit personal contact and grouping at worksite(s) and limit the number of people using common facilities at any one time.
- Stagger breaks and meals to allow for maximum separation during times of rest.
- Assess the work area and limit the area to a single trade or restricted use area. Create a limited schedule for individual trades or the number of workers to maintain SOCIAL DISTANCING of 6 feet separation.

Training

- All job sites will have a DAILY ALL HANDS safety meeting. Meeting will adhere to SOCIAL DISTANCING of 6 feet separation between workers and be held outdoors when possible.
- At the daily meetings the protocols will be reviewed with employees and any updates to protocols will be communicated.

- At these meetings employees will be encouraged to speak up about any issues, concerns, or ideas they may have about the COVID-19 guidelines, and to point out any potential weaknesses they have seen or experienced.
- All NEW employees must receive a job-specific orientation prior to beginning their shift with regard to job-specific protocols and requirements under this Advisory.

Travel to and from work

- All employees are required to arrive and depart work ONE per car unless the other occupant is an immediate family member or house mate living at the same residence.
- All employees are expected to travel from HOME directly to their dispatched job location.
- All employees should park in designated parking areas and lock their vehicles.
- Upon workday completion, employees are expected to depart and proceed directly home and STAY HOME.
- If employees are using company-owned/assigned vehicles, one person per vehicle restrictions apply. Multiple persons shall not utilize the same vehicle until and unless a sanitizing process has been undertaken for the vehicle interior and affected exterior surfaces including door handles. If multiple people are in a sanitized vehicle each must be wearing a mask.
- If the employee uses public transportation or similar method they must wear a mask while commuting to and from the job site and wash their hands upon arrival at the job site and upon returning home.
- Encourage employees to be safe outside of work and follow the Monterey County “Shelter in Place” and State “Stay at Home” order when not at work as well as all CDC recommendations.

COVID-19 Safety Advisor

- Larger organizations should have a designated COVID-19 Safety Advisor.
- The COVID-19 Safety Advisor is responsible for reducing the COVID-19 exposure at the job site. Any large subcontractors or similar groups should have their own COVID Safety Advisor to communicate these requirements to their group.
- COVID-19 Safety Advisor is responsible for:
 - Making sure all employees and anyone on the job site follows these guidelines and the CDC recommendations on health and hygiene as they are updated.

*Special thanks to Hayward Score and HVACR School for compiling and editing these resources
Question or comments - jmedosch@haywardscore.com*

- Making sure all recommendations are updated and posted in English and Spanish.
- Making sure there are adequate locations with soap or disinfectant, potable water, and single-use disposable towels at worksites and throughout facilities.
- Making sure routine cleaning and end of day procedures are completed.

Emergency Repair Procedures (for occupied housing/buildings)

If required to perform emergency (health/safety) work at customer location:

- Before dispatching or arriving, ask customers if any occupants have symptoms. If someone in the house has COVID-19, use extreme caution.
- Establish a “customer interaction zone” where you and the customer can interact while maintaining SOCIAL DISTANCING of 6 feet separation. Keep all interactions in this zone. Wear a mask at all times. Request that the customer wear a mask if they have one available.
- Ask the customer to open windows while work is being performed to provide cross-ventilation and reduce risk of exposure.
- Wear disposable gloves, safety glasses, and a mask (if available) when handling knobs and surfaces in the work zone.
- Wear work-appropriate gloves and other appropriate PPE while performing work tasks.
- Sanitize knobs, surfaces, and other common touch areas in the work area when the job is complete.

These guidelines and this Advisory provide a minimum threshold for Construction site adherence during the COVID-19 restriction period. Additional restrictions, procedures, and policies will be added as necessary and as may be required for job site-specific protections

The purpose of this Advisory is to keep ALL construction workers safe and sheltered from COVID-19 exposure while traveling to and from work, and while at work on a construction site.

We request that all jurisdictions take note of these minimum restrictions and confirm on any job site visit that these MINIMUM protocols are in place, being practiced, and adhered to.

Any issues with adhering to this Advisory will be met with immediate suspension of work and job site closure by the Lead Agency issuing the permit or authorizing the work continuance. The responsible contractor holding the permit will be required to take corrective action, and document corrective action to the satisfaction of the lead agency or party authorizing the work in order to be authorized to restart the work.

There are a number of references for additional information and further guidance on this Covid-19 issue. They are:

Center for Disease Control

- [Public Health Recommendations after Travel-Associated COVID-19 Exposure](#)
- [Health Departments | CDC](#)
- [What every American and community can do now to decrease the spread of the coronavirus](#)
- [Coronavirus Disease 2019 \(COVID-19\) - Interim Guidance for Businesses and Employers](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#spreads>

State of California <https://covid19.ca.gov/>

Monterey County Public Health

<https://www.co.monterey.ca.us/government/departments-a-h/health/>

San Benito County Public Health <https://hhsa.cosb.us/publichealth/>

Santa Clara County Public Health <https://www.sccgov.org/sites/phd/Pages/phd.aspx>

Santa Cruz County Public Health <https://www.santacruzhealth.org/>

Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

Communication Resources

- COVID-19 Prevention Poster (English):
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/COVID19-ProtectYourselfandOthers.pdf> Version 6: 3.30.20
- COVID-19 Prevention Poster (Spanish):
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Covid19-Poster-SPANISH.pdf>

Special thanks to Hayward Score and HVACR School for compiling and editing these resources

Question or comments - jmedosch@haywardscore.com

- COVID-19 Alert Poster (English):
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Coronavirus_Alert_English.pdf
- COVID-19 Alert Poster (Spanish):
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Spanish_Coronavirus_poster.pdf