WISCONSIN

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19

CONSTRUCTION

Education and team building around safety are not new on construction sites, but now this safety culture has an added layer in response to COVID-19. As essential businesses, construction firms have needed to implement changes quickly, and they will continue to sustain and improve upon those changes during the pandemic. Some firms have made specific safety changes such as wearing masks, conducting daily health screening of employees and subcontractors, working in ways that maintain social distancing, and placing emphasis on ways to stay physically and mentally healthy.

A best practice recommendation for commercial, industrial and residential construction contractors is to have each job site create a site-specific COVID-19 response plan that details how the site will be staffed and how work will be organized to maintain social distancing. View examples from Associated General Contractors. The U.S. Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration also have guidance available.

In addition, please see the "**General Guidance for All Businesses**" document for guidance that applies to all industries, and please consult the other available industry guides as relevant for your specific business type.

Construction Industry Guidelines

Employee health and hygiene

- Establish an on-site health screening strategy upon entrance to the worksite (see "General Guidance for All Businesses").
- Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- Maintain an adequate supply of paper goods, soap and hand sanitizer to allow proper hand hygiene among employees.
- Install additional handwashing and/or sanitizing stations.
- Educate your employees on the need to wash their hands often with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after coughing, sneezing or blowing one's nose. Hand sanitizer with at least 60% alcohol may be used if soap and water are not available.
- Provide tissues and no-touch disposal receptacles.
- Remove job site water coolers and provide individual beverage servings or require employees to bring their own beverages.

Clean and disinfect

- Maintain an adequate supply of cleaning and disinfection products.
- Clean and disinfect frequently touched objects and surfaces, such as tools, lunch/break areas, portable toilets, job site trailer doorknobs, office equipment and shared equipment such as trucks and forklifts.
- Avoid cleaning touched surfaces or portable toilets with pressurized air or water spray. Doing so may generate fine droplets that can be inhaled.
- Consider adding extra cleaning teams to increase cleaning frequency and focus.
- Discourage employees from sharing work tools. If you are unable to individually assign tools, disinfect shared tools before and after each use.

Personal protective equipment and cloth face coverings

- Supply face masks or cloth face coverings for all employees. Face masks or coverings should be used when workers are in close proximity to others, especially in enclosed environments. Face coverings are not appropriate where masks or respirators are required.
- Instruct your employees in how to properly put on and remove a face mask or cloth face covering. The CDC provides guidance on how to properly wear a face covering and offers tutorials for how to make one.

Engineering controls

- Keep job site as much open as possible to allow for air flow.
- If it would not create an additional hazard, plastic sheeting may be used to create a workspace barrier if multiple people or crews are working in an area.

Social distancing in the workplace

- Schedule work to avoid "stacking crews" as much as possible.
- Do not allow personal contact (e.g., handshakes, hugs, fist bumps, high fives) or close conversations.
- Develop a protocol to avoid close contact for any physical signoff that is required.
- Limit the number of people allowed in the job trailer at one time.

Shift changes

- Stagger workdays and start times to the extent possible.
- Investigate the possibility of using phone apps, web-based apps or a camera to clock employees in and out.
- If a time clock must be used, add distancing markers to ensure proper spacing of six feet between employees, and provide hand sanitizer near the time clock.

Employee training, support and communication

- Toolbox talks should communicate with workers the actions being taken to prevent COVID-19 exposure and include information on the process for workers to report COVID-19 symptoms.
- Post signage in languages understood by your employees to remind them of safe practices for social distancing, hand hygiene and cough/sneeze etiquette.
- Provide refresher training for employees on proper handwashing, social distancing, employee illness r eporting, and any other procedural changes the company has implemented to address COVID-19.
- Train employees on how to recognize and report areas or practices that pose a risk for spreading the virus. Define a process to quickly review concerns and provide mitigation strategies in these areas. Include a recognizing/reporting module in your COVID-19 response plan.
- Add your COVID-19 health and safety practices to your daily audit checklist.

We're All In

Wisconsin Economic Development Corporation

Department of Agriculture, Trade & Consumer Protection • Wisconsin •

Wisconsin Department of Safety and Professional Services

Wisconsin Department of Health Services

Wisconsin — Department of Tourism —

IN PARTNERSHIP WITH WISCONSIN'S REGIONAL ECONOMIC DEVELOPMENT ORGANIZATIONS:

7 Rivers Alliance
Centergy
Madison Region Economic Partnership
Milwaukee 7
Momentum West
Prosperity Southwest
Grow North
The New North
Visions Northwest

CHECKLIST GUIDE FOR REOPENING

Your Construction Business

After reading through the available guidance for your business sector at wedc.org/reopen-guidelines use this checklist to ensure that you have taken the necessary steps to open your business safely, protecting the health of your employees and customers. In addition to reviewing this checklist, be sure to consult your local health department, as some communities may have additional local regulations in place.

☑ Policy Checklist

- ☐ Create a policy for identification and isolation of sick people, including employee self-monitoring, required reporting of illness, sick leave policies and isolating employees who become ill at work. Establish a strategy for on-site health screening upon entrance to the job site.
- ☐ Assess leave policies for quarantined/isolated workers and those caring for sick family members.
- ☐ Connect employees to employee or community assistance resources such as the Wisconsin COVID-19 hotline (211) or COVID-19 Resilient Wisconsin dhs.wisconsin.gov/covid-19
- ☐ Update employee policies. Allow/encourage individual work when possible. Recommend that employees wear face masks or cloth face coverings when social distancing is not feasible. Face coverings are not appropriate where masks or respirators are required. Face shields or goggles can be used by employees who must work together at distances closer than six feet.
- ☐ Create a response plan in the event that an employee has COVID-19 symptoms or is suspected or confirmed to have COVID-19. This should include criteria for impacted employees to return to work and guidance for identifying, communicating with and accommodating potentially exposed workers.

☑ Communications Plan Checklist

- ☐ Establish an employee communications schedule and develop a training plan for employees with modules on social distancing, hygiene and sanitation best practices, what to do if they feel sick, proper use of PPE and cloth face coverings, and how to educate guests about the new policies and practices.
- ☐ Update website and social media with new policies and procedures. Inform clients of meeting policies or other service changes.
- ☐ Communicate with vendors/suppliers for contactless dropoff or to arrange deliveries during non-client hours.

☑ Facility Plan Checklist

- ☐ Post signage about policy changes for employees at facility, at job sites and in company vehicles/equipment.
- ☐ Provide tissues and no-touch trash receptacles.
- ☐ Set up sanitizer or handwashing stations in convenient locations around job sites. Provide disinfectant wipes in/near equipment requiring touch (e.g., tools). Provide hand sanitizer dispensers for company vehicles.
- ☐ Keep job site open as much as possible to allow for air flow.
- ☐ Plastic sheeting may be used as a workspace barrier if multiple people or crews are working in proximity, provided this does not create a hazard.

- ❑ Minimize the need of employees to share equipment/tools (pens, markers, scissors, walkie-talkies, etc.) by purchasing additional sets. If sharing cannot be avoided, provide a means to sanitize shared items after each use.

☑ Operations Plan Checklist

- ❑ Assign one or more staff members (ideally one per shift) to take the lead on cleaning and disinfecting. Review cleaning/disinfecting/sanitizing product labels to determine glove and other PPE requirements. Provide chemical hazard training to employees.
- ❑ Avoid cleaning touched surfaces or portable toilets with pressurized air or water spray.
- ❑ Purchase face masks or cloth face coverings for customers and PPE for staff.
- ❑ Remove job site water coolers and provide individual beverage servings.
- ❑ Purchase cleaning supplies appropriate to sanitize the type of surfaces and products found in your facility/job sites.
- ❑ Maintain adequate records of individuals attending in-person meetings on-site, including names, telephone numbers and visit dates, to assist if contact tracing becomes necessary. Also maintain accurate remote work records for staff.
- ❑ Stagger work days and start times to the extent possible. Consider increasing physical space between employees by scheduling work to avoid stacking crews.
- ❑ Hold in-person meetings in open, well-ventilated spaces when possible. Discourage handshaking.

☑ Cleaning Schedule

Between Customers/Frequently

- ❑ Common areas (door handles, copiers, elevator buttons)
- ❑ Shared equipment (tools, powered industrial trucks)
- ❑ Restrooms

Daily

- ❑ Counters, tables, workstations