



COVID-19 RESPONSE PLAN

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Site Specific Info:

Task Risk Assessment

Logistics Plan

COVID-19 Required Site Signage and Supplies ([Safety Supplies - Intranet](#))

Additional Resources on CDC Website [please visit the CDC website](#)

Project Specific Information:

Project Name:	
Project Number:	
Project Address:	
COVID-19 Officer:	
Date of COVID-19 Risk Assessment:	
Project Permit Number:	



COVID-19 RESPONSE PLAN

COVID-19 Response Plan

The Novel Coronavirus, COVID-19 has quickly required a drastic change to the world, and specifically our construction industry. As the safety of our people and jobsites are a top priority, we are closely following the CDC, OSHA, and Local and State regulations for guidance. We have gathered information from the CDC, World Health Organization, OSHA, and AGC to create this response plan and associated forms below and attached. This form has been updated several times as we learn more about the spread and infection of this virus. The latest version has been updated as of 4/23/2020.

To learn more about the coronavirus, [please visit the CDC website.](#)

Purpose

- To establish health and safety protocols to support our construction projects during the COVID 19 pandemic. This document is provided as a guide of the elements to be considered, with each project preparing, implementing and adjusting as necessary a project specific plan taking into consideration the unique elements of that project.

Coronavirus (COVID-19)

- Coronaviruses are a type of virus. There are many different kinds, and some cause disease. A newly-identified type has caused a recent outbreak of respiratory illness now called COVID-19.

Self-Awareness

- Any individual who is feeling sick or who is presenting any symptoms of a cold, flu, or COVID-19, is to stay home and/or seek medical attention. We must enforce a 100% zero tolerance policy which does not allow for anyone showing symptoms to be on the jobsite.
- All workers shall travel separately to the work site, when possible.
- Self-reporting paperwork

- Upon arrival to the site, all workers must complete the self-reporting questionnaire with their foremen during the pre-task plan meeting.
 - Do not ask questions relating to underlying conditions
 - Do not answer any questions related to underlying conditions
- Symptoms may include, but not limited to:
 - Cough
 - Fever
 - Shortness of breath
 - Sore throat
 - Loss of smell or taste
 - Body aches
 - Other flu-like symptoms, such as chills, muscle pains, headache, diarrhea, nausea/ vomiting, or running nose.

Hygiene

- Hand washing station requirements
 - All projects must provide access to hand washing stations
 - Permanent plumbed sinks should be the first choice with accompanying water heaters
 - All hand washing stations must be spread apart to maintain social distancing.
Note: each unit at least 6' apart.
- Wash your hands often throughout the day, including:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after treating a cut or wound
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching garbage
- Hand washing procedures—follow these five steps every time:
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.
- Hand sanitizers
 - Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.
- Provide single-use paper towels and trash bins, and place at all hand washing stations.
- Trash bins must be made available in the following areas:
 - Near jobsite trailers, field office and jobsite entrance
 - Outside restroom facilities
 - Near elevator hoist
 - Any other location deemed necessary
- No common water sources – bottles only
- No food trucks – everyone must bring in their own food
- Other prevention measures:
 - Do not shake hands when greeting anyone
 - Avoid touching your face, eyes, nose, and mouth
 - Do not share items unless they have been cleaned and disinfected
 - Encourage change of clothes on site and at home as best practices
 - To avoid passing germs, please clean up after yourself. Please don’t make others responsible for moving, unpacking and packing up your personal belongings
 - Cover your nose and mouth with your elbow when you cough, or sneeze cover your mouth and nose with a tissue when you cough/sneeze and throw the tissue in the trash and wash your hands after.
 - Endeavor to eliminate carpooling where feasible to access the project sites.
 - Breaks should be staggered whenever possible

Mitigation Plan

- Return of the workforce to the job site will be managed over the course of weeks to allow for adequate training and social distancing.
- **Screening and Testing**
 - The following screening and testing guidelines and procedures shall be implemented on all projects as a condition for anyone to enter the site. A dedicated area for this to be done is required on each project, where this process can take place without risk of allowing an infected person to expose a large portion of the work area or other workers.
- **Screening**
 1. Prior to starting a shift, each employee will self-certify that they:
 - a) Do not have a positive diagnosis of COVID-19,
 - b) Have no signs of a fever or a measured temperature above 100.0 degrees or greater, a cough or trouble breathing, sore throat or gastrointestinal symptoms within the past 24 hours,
 - c) Have not had "close contact" with an individual diagnosed with COVID-19.

"Close contact" is currently defined as:

 - i) Being within approximately 6 feet (approximately 2 to 3 seats on plane, train, bus) of a person confirmed to have COVID-19 for an extended period of time.
 - ii) Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a) a person confirmed to have COVID-19 or b) having direct contact with infectious secretions of a person confirmed to have COVID-19 (i.e., being coughed on)
 - iii) Any additional more stringent guidelines set forth by the specific project site policies and procedures.
 - d) Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

- e) If any worker does not fully pass this screening they will be denied access to the jobsite.

- **Testing Guidelines and Protocols**

1. Anyone entering the project site will be subject to a health screening. This may include a health screening and/or temperature checking by a medically trained professional.
2. People entering the site will scan the Project QR Code located outside the project limits which will take them to the project specific health screening.
3. Employees exhibiting symptoms or unable to self-certify will be directed to leave the work site and seek medical attention and applicable testing by their healthcare provider. They are not to return to the work site until:
 - a. They have not registered a temperature at or greater than 100.0 degrees Fahrenheit without taking medication to reduce their temperature for three (3) days.
 - b. There is improvement in their respiratory symptoms (cough and shortness of breath).
 - c. At least ten (10) days have passed since their symptoms began.
4. This process will be repeated daily.

Cleaning and Disinfecting Protocols

- This guide was created off CDCs guidelines found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Anyone involved in cleanup operations shall be trained in these procedures as well as OSHA's Hazard Communication standard [29 CFR 1910.1200](#) and OSHA's standards on Bloodborne Pathogens [29 CFR 1910.1030](#)
- Each project shall have a project specific plan for cleaning and disinfecting. The plan will include criteria for cleaning the general areas of the site as well as project specific tasks. Some of the key elements will include but not be limited to the following:
 - Disinfecting of all shared equipment and tools will be required and the responsibility of each subcontractor.

- All deliveries and materials are washed prior arriving at the job site. Delivery personnel should remain in their vehicles if at all possible.
- Workers should limit the use of co-workers tools and equipment. To the extent tools must be shared, it will be the responsibility of each subcontractor to clean and disinfect all shared equipment and tools.
- If practical, each worker should use/drive the same truck or piece of equipment every shift.
- While not sustainable, use disposable utensils, plates, and cups when possible. Projects should refrain from supplying these items for the workforce in general areas unless they are contained in individually sealed packages.
- Establish formal procedure and responsibility to accomplish this i.e., cleaning at the beginning and end of each day.
- Assign dedicated labor for performing the above tasks. Increase cleaning services (cleaning frequency and type of cleaning in offices, craft shanties, bathrooms and eating areas using alcohol-based cleaners.
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.
- Clean and disinfect frequently touched objects and surfaces and establish formal procedure and responsibility to accomplish and maintain these practices. Items such as all common areas, break/lunch areas, lunch tables, turnstiles, entry gates, handrails, microwaves, coffee machines, buses for transport of workers, doorknobs, hoist and call boxes, doorknobs, light switches, locks, gang box handles, shared power tools, battery charging stations conference rooms conference tables, restrooms, plan tables, chairs etc.
- **The following criteria shall be followed for every project:**
 - Clean and disinfect frequently touched objects and surfaces
 - The following cleaning and disinfecting protocol will serve as a guide for cleaning and disinfecting commonly touched surfaces, and shared areas. These areas include: hoist, break/lunch areas, lunch tables, touch surfaces on microwave, coffee machine, refrigerators, dish washers, ice machines, vending machines,

and coffee machines; turnstiles, handrails, buses for transport of workers, doorknobs, mechanical (joysticks, controls, steering wheels), bathrooms, copy/fax machines, and all common areas.

- Establish formal procedure and responsibility to accomplish and maintain these practices.
- The target areas for daily cleaning of high touch surfaces are elevator interiors, stair handrails, door handles, breakrooms, bathrooms and porta-johns.
- As every site is different, the project management staff should map out and specifically identify the target areas for cleaning (e.g., project trailer(s), guard shack, conference room(s), etc.) at the specific project.
- This cleaning and disinfection procedure is to be used for routine cleaning and disinfecting (this is NOT the protocol to follow when disinfecting for a known or suspected case of COVID-19). Cleaning and disinfecting should be performed on a regular basis for to maintain routine cleaning of the above-mentioned areas. In the event of a suspected or confirmed case of COVID-19, a third party environmental or specialty cleaning contractor should be used. The third party will determine the best work methods, protocol, and plan for the scope of work to be performed. For routine cleaning use the protocol outlined below.
- Cleaning and Disinfecting Materials
 - Cleaning solutions:
 - Multi Surface Cleaning Products (examples: Purell or Clorox Multi Surface Spray, etc.)
 - Soap and water
- Disinfecting solutions:
 - Alcohol solutions with at least 70% alcohol
 - Bleach solution diluted with water
- Personal Protective Equipment (PPE) for cleaning:
 - Nitrile gloves
 - N95 mask
 - Safety glasses
 - Optional routine cleaning protective clothing: Tyvek type coveralls or gowns

- Following cleaning procedure, follow the below steps:
 - Remove all PPE, wash hands immediately with soap and water for at least 20 seconds.
 - Remove and dispose of gloves. Do not touch outside of gloves.
 - Remove N95 mask without touching outside or front.
 - Remove glasses and clean thoroughly with soap and water or alcohol based wipe or cleaning solution.
 - Remove protective clothing without touching outside of garment and turn garment inside out before disposal.
 - Discard all non-reusable PPE in trash receptacle.

Personal Protective Equipment (Standard requirements apply)

- Hard hat
- Safety glasses
- Gloves
- Safety vest
- Boots
- Face Covering (may be homemade)

Close Proximity Work

- For personnel working in close proximity to another worker (within 6' in all directions), when both are healthy and showing no symptoms of illness/or are asymptomatic, the following shall be completed:
 - Complete "Close Proximity Work Permit"
 - Obtain proper PPE, to include the minimum as follows:
 - Face shield
 - Safety glasses
 - Hard hat
 - Face covering/ mask
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

- Do not share PPE.

Multi-person tasks that cannot be performed while maintaining social distancing include, but are not limited to:

- Working in lifts or scaffolding
- Setting block or stone requiring two masons to hold/set
- Manhole/vault work with more than one person
- Excavation or trench work with activities in close proximity
- Landscaper setting large pavers or curb setting—usually a pair of laborers and an operator placing and setting granite curb
- Setting glass/windows—two workers in a boom lift
- Placing and finishing flatwork concrete (usually it's a crew dragging the hose, spreading and finishing concrete all clustered up shoulder to shoulder)
- Mechanical trade installing kitchen hoods overhead—usually multiple workers holding large 12' hoods up while installing
- Drywallers working in scissor lifts installing sheetrock overhead—usually a pair to hold and screw in overhead work
- Unloading materials that require multiple people (drywall, doors, mech equipment)
- Note – disinfect PPE before bringing in your personal vehicle or home.

Site Safety Requirements

- **COVID-19 officer will be onsite 100% of the time to enforce all site safety rules**
- **Safety orientations are not to be completed in a group setting**
- **Limit visitors to the site—only essential personnel on site**
- **Keep high-traffic areas clean and clean frequently throughout the day**
- **ALL COMMON AREAS/MEETING AREAS/HIGH CONTACT AREAS SHALL BE DISINFECTED TWICE PER DAY**
- **All personnel must attend a daily pre-task planning meeting which will cover health screenings, to include:**
 - Do you have any of the following symptoms:
 - Difficulty breathing

- Cough
- Fever
- Sore throat
- Loss of smell/scent
- Body aches
- Does anyone in your home have any of the above symptoms?
- Have you traveled to a high-risk area recently?
- Have you been in close contact with anyone that tested positive for COVID-19?
- Social Distancing must be established for all vertical transportation (hoists/ elevators). These protocols shall be established for all projects and appropriate signage shall be in place. Using stairs shall be encouraged.
- Do not share any tools or devices without properly disinfecting them
- Site signage to include in English and Spanish:
 - COVID-19 information poster which should include signs and symptoms
 - Reminder posters to wash your hands
- **Jobsite Trailers and Shawmut workstations**
 - All office areas designated for Shawmut use (project team) shall be used exclusively for this staff
 - No meetings or visitors shall be in these spaces
 - All social distancing shall occur at all times whereas all staff members are spaced at least 6' apart
 - All common touch areas, such as printers or kitchen supplies, shall be cleaned after each use
 - No one shall share desks, office supplies, or chairs, unless they are disinfected first

Social Distancing

- No gatherings greater than 5 people
- Endeavor to travel to work separately
- 6' distance between you and other workers in all directions (200 sq. ft)
 - Avoid physical contact with others
 - Minimizing crew size may be required

- Staggering shifts may be required
- If any task requires more than one person to complete, tradesperson will wear additional PPE, such as:
 - Face shield
 - Safety glasses
 - Hard hat
 - Face mask
- All meetings must be held outdoors or in open space (6' distance)
- Personnel should be limited to essential personnel only
- Physical barriers and temporary partitions will be used to define and secure the work zone.

Communications

- COVID-19 Officer
 - Shall document daily that all COVID-19 safety controls are in-place and enforced
- **Site Specific Safety Stand Down**
 - It shall be required that all active construction projects have a safety stand down following the development of a site-specific COVID 19 plan. This safety stand down will roll out this plan and focus on the following key elements:
 - Review the guidelines and expectation set forth in this document
 - Review the role of what each contractor is doing to help prevent the spread of COVID-19
 - Inform employees of resources available to self-educate
 - Review locations of wash facilities on site
 - Review sanitation requirements
 - Roll out orientation that all workers on site will be required to attend
 - This safety stand shall comply with the 6' social distancing. This may require this stand down to be administered in smaller groups per select contractors.
- **Orientation**

- It is required that all projects implement an orientation for each worker to review in general the requirements of this program. The orientation will be for all existing employees working on site as well as any new employees that arrive to work on site.
- The orientation shall review at a minimum:
 - The stay at home if you are sick requirements
 - Possible symptoms of COVID-19
 - Health screening procedures
 - Locations of wash facilities on site
 - Expectations to implement social distancing for all activities on site
 - Emergency response procedures
- To eliminate the transfer of paperwork no sign-in will be required, Shawmut will take your name, phone number, e-mail address and will take a picture of each worker oriented as well as any applicable licenses and/or certifications.
- All subcontractors will be given copies of Covid-19 safety plan.
- **Toolbox Talk**
 - It is the expectation that periodic toolbox talks be held as part of ongoing education and to provide updates to the workforce on the COVID-19 virus. Toolbox talks should also be held on proper personal hygiene and sanitation methods. It will be the responsibility of each contractor and subcontractor to provide and conduct these toolbox talk trainings for their workforce.
- **Pre-Task Planning**
 - All activities performed on site will have a component of the pre-task planning dedicated to performing the task in consideration with the CDC guidelines specific to social distancing.
 - Pre-Task planning should include specific efforts towards minimizing the changing of crew members on a daily basis for reducing exposure. This process will allow for a more natural crew partnering /buddy system efforts.
- **Signage**

- Each project shall have signage posted to educate employees on COVID-19 safety guidelines throughout the project. Signage will be placed in conspicuous areas, site offices and adjacent to hygiene facilities at a minimum.
- Link to CDC Posters: <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- For Shawmut approved signage, material, and PPE please order on the intranet at <http://intranet.shawmut.com/portal/01/supply/shop>
- **Foreperson Meetings**
 - Each project to conduct weekly meetings where there will be specific dialogue on expectations and requirements relative to COVID-19.
 - Complete toolbox talks related to pandemic
 - All daily site meetings shall be held in open air with appropriate social distancing in place

Emergency Procedures

- Possible exposure to a COVID-19 person or someone that was in contact with a presumed positive COVID-19 person.
 - Follow SDC Decision Tree (attached) which was created based off CDC guidelines.
 - The importance of reviewing the decision tree is that it covers all scenarios we have experienced and will continue to be updated as new information comes. This is a dynamic document that explains what to do in unique situations.
- Prompt identification and isolation of potentially infectious workers is a critical step in protecting other workers and building occupants on the jobsite.
- If a worker starts to exhibit symptoms during their shift, they shall leave the job-site immediately and contact their healthcare provider. If they are unable to leave the work site, they will be placed in quarantine to isolate potential exposure to other workers. Potential infected worker will wear a face mask while leaving the jobsite or in quarantine.
- If worker is confirmed positive for COVID-19 we will make appropriate notifications to those who had direct prolonged contact with the COVID-19 positive worker.

- All other workers will evacuate the area of exposure and be sent home. Medical professionals will be contacted to transport the worker from the jobsite.
- The Contractor shall work with the local board of health to identify any potential jobsite exposures, including:
 - Other workers, vendors, inspectors, or visitors to the work site with close contact to the individual.
 - Work areas such as supply cabinets and designated workstations or rooms
 - Work tools and equipment
 - Common areas such as break rooms and tables, vending machines, and sanitary facilities
- As provided by law, the identity of the worker must be kept confidential.
- Upon learning of an infection, the contractor must immediately notify the designated COVID-19 safety officer, site safety officer, owner and subcontractors – see sample notification letter attachment.
 - Obtaining worker contact information phone numbers and e-mail addresses during orientation will help expediate any notification.
- Contractor shall take immediate steps to sanitize common areas and direct workplaces. This includes all on-site bathroom facilities, any break facilities, and any other common areas on the job site that may have been in close contact with the infected worker.
- Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization.
- Identified areas should remain isolated from workers until sanitation process has been completed and area is deemed safe for use.
- All impacted workers should follow CDC and DPH recommended steps concerning return to work. Workers who are considered close contacts to a COVID-19 case by public health authorities should not return for 14 days and are subject quarantine by public health.
- Workers who leave during the workday due to COVID-19 symptoms and develop COVID-19 as confirmed by laboratory testing or diagnosis by a healthcare provider shall not return to the site until either released from isolation by healthcare provider or public health.

- In All Cases
 - Keep all employee names confidential as required by law.
 - Other employees may be sent home while a workspace is being cleaned but will return to work after cleaning unless advised otherwise by a health care provider.
 - Other employees should be asked to contact their health provider if they have any questions. Remind other employees to continue to practice proper sanitation and monitor for flu like symptoms.

Definitions

- **Close contact** is defined as:
 - Being within approximately 6' (two meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
 - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
- **Symptoms compatible with COVID-19**, for the purpose of these recommendations, include subjective or measured fever, cough, sore throat, fatigue, loss of smell or scent, or difficulty breathing.



ENVIRONMENTAL, HEALTH & SAFETY MANUAL

Project Specific COVID-19 Hazard Risk Assessment

Project: _____

COVID-19 Officer: _____

Date: _____

MANDATORY PERSONAL PROTECTIVE EQUIPMENT:

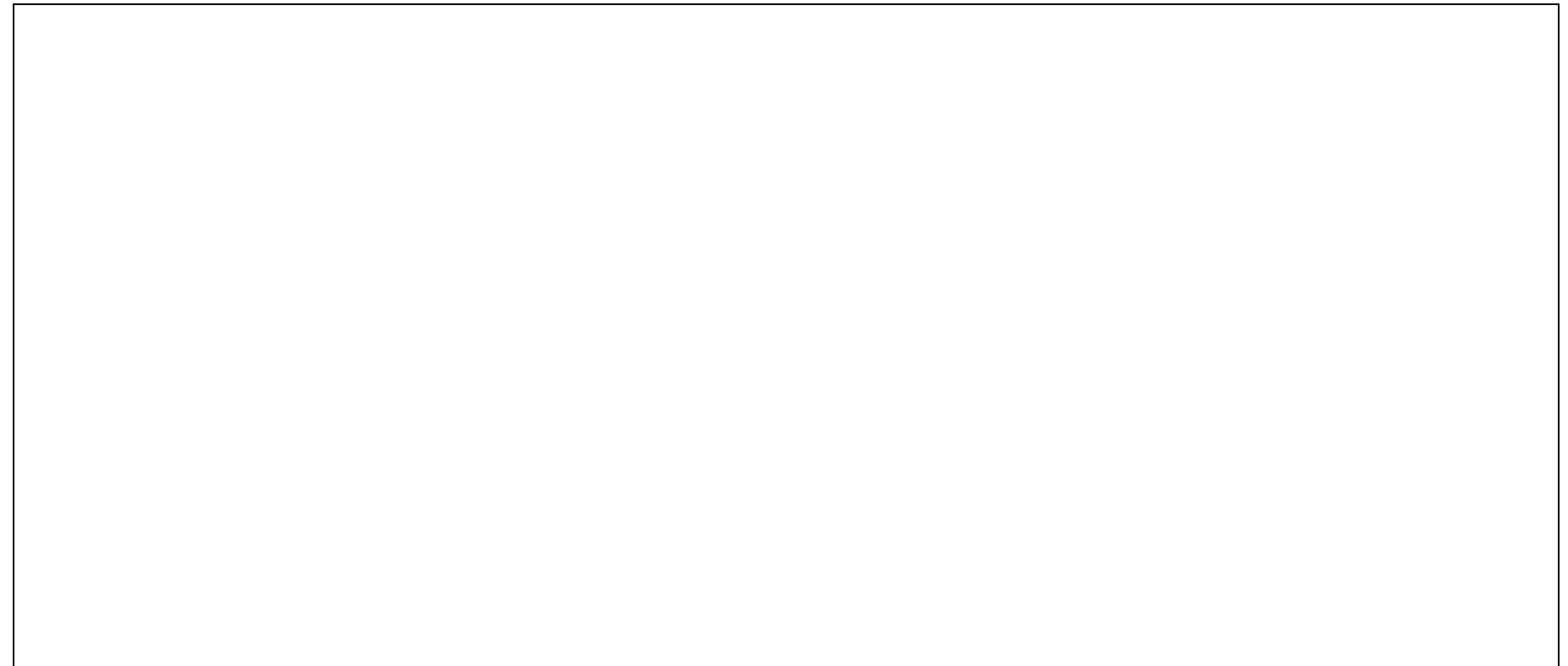
Hard hat, work boots, safety glasses, gloves

	YES	NO	Comments
COVID-19 signage posted throughout site			
Hand washing stations available with warm running water and soap 6' apart			
Daily health screenings available, including temperature readings when applicable			
Social distancing is being practiced, including access areas			
All staff bringing in their own food, no food trucks allowed			
Hoists/ elevators – material and one operator only, no riders			
Close-proximity work (work within 6') – requires a separate plan by Competent Person			
Break rooms, meeting rooms, commonly touched areas are disinfected twice daily			
No large gatherings of >5 people unless in large area where social distancing occurs			
No closed-space areas, such as break rooms, allowed			
Meetings are held virtually when possible or in large rooms			
Required PPE is provided to all employees			
No handshaking or exchange of materials (paper, pens, equipment)			
Wipe down equipment before use, after another person			
All Competent Persons have been issued required daily forms (health screen, PTP)			
Submit, electronically, all required information to COVID-19 Officer daily			



ENVIRONMENTAL, HEALTH & SAFETY MANUAL

Additional Information





ENVIRONMENTAL, HEALTH & SAFETY MANUAL

Project Specific COVID-19 Site Safety Orientation

Rev. 5/2019

Job Name:	_____	Job Number:	_____
Superintendent:	_____	Job Address	_____
Emergency Phone #'s	9-1-1		_____
Nearest Hospital:	_____	Safety Station:	_____
	_____		_____
Muster Point	_____	First Aid Kit location:	_____

☐ **SDC PPE policy:**

- **Minimum PPE:** Hard hat, safety glasses, long pants, work boots, shirts with sleeves
- **Additional PPE which may be required:** high visibility vests/shirts near heavy equipment, face shield for overhead/ flying object work (chop saws/grinders)

☐ **COVID-19 Awareness**

- **Read and sign** toolbox talks on COVID-19 awareness and stop the spread of germs
- **COVID-19 PPE Requirements include:**
 - **Hard Hat**
 - **Safety Glasses**
 - **Gloves**
 - **Safety Vest**
 - **Boots**
 - **Face Covering (can be homemade)**
- **For personnel working in close proximity to another worker, when both are healthy and showing no symptoms of illness/or are asymptomatic, the following shall be worn:**
 - **Face Shield**
 - **Safety Glasses**
 - **Hard Hat**
 - **Face mask**
 - **In addition the close proximity work plan shall be completed**
- **Keep hands away from face**
- **Wash hands regularly** throughout the day and utilize the Sanitizing Stations located on site.
- Have you traveled outside of the US in the past two weeks? Have you visited a Level 3 Quarantine Area?
- If you are feeling symptoms of flu or severe cold, sore throat, loss of smell or taste—stay home and/or remove yourself from the project.
- Communicate with your supervisor if you are not feeling well or think you have been exposed to COVID-19.
- Attend daily health screening during daily pre-task plan meeting.

☐ **Ladder Policy:**

- Follow proper ladder safety at all times
- Damaged ladders are not allowed on site and must be removed immediately when found

- Never stand on top two steps of a step ladder
- Extend extension ladders at least 36" over its support & tied off
- Aluminum ladders are not allowed on site

☐ Scissor Lifts:

- Chains must be on at all times when operating lifts
- Never stand on or climb mid or top rails of lifts
- Tie-off at all times while working from boom lifts
- All workers need to provide proof of training before use

☐ SDC Fall Protection Policy:

- Fall protection is required when **working >6' from** your lower working surface
 - This includes scaffolds (erection, dismantling, and use), roofs, stair, elevator and mechanical shafts, and building edges and steel erection
- Shawmut will install guardrails and/ or warning lines where applicable.
- If rails are removed, the area must be properly blocked, and all workers inside must tie-off.
- Workers using Personal Fall Arrest Systems will need to be adequately trained.
- All personal fall arrest equipment will be provided by each sub-contractor.
- All anchorage points are the responsibility of each sub-contractor. Anchor points need to support 5,000 pounds per person attached.
- All personal fall arrest equipment must be tagged and labeled as "personal fall arrest equipment." Rigging straps are not allowed to use as tie-off points.
- Inspect all personal fall arrest equipment before each use. If anything is frayed, torn, or otherwise looks in poor shape, remove it from service and label "out of service" right away.
- **Fall distances** – know what your equipment is designed for; a standard 6' lanyard will allow a fall up to 18'-6" from the anchorage connecting point. PFAS must be designed and used by competent people only.

☐ SDC Scaffold Policy:

- All scaffolds will be inspected by a competent person daily and a company tagging system must be in place (by sub trade) to indicate if scaffold is safe for use
- All scaffolds will have adequate fall protection >6', fully planked working levels, proper bracing, and safe access >24" from its support
- Scaffold erectors and dismantlers must tie off or submit scaffold feasibility study/JSA
- **Baker/ Perry Scaffolds will have guardrails >4'**
- Scaffolds will have adequate base supports, including base plates, screw jacks, and/or casters and be square, level, and plumb

☐ SDC Electrical Safety:

- Power throughout all phases of construction shall be GFCI protected
- **No LIVE work is allowed**
- Proper lockout/tagout is required when isolating power
- All energized rooms, panels and circuits must be labeled and secured

- No Laundry Drops are allowed – all temp power must be in the form of GFCI protected 4-way receptacle
- All power cords and electric tools need to be inspected daily
- Temp lighting is to be inspected daily and maintained by electrician

☐ **Incident/Injury Reporting:**

- Inform Shawmut Design and Construction project superintendent of all injuries
- Incident first report to be completed within 24hrs
- Report all unsafe acts or conditions to project superintendent

☐ **Subcontractor Safety Plans and worker Training:**

- Project Safety Plans/Safety Manuals – must be written based on scope of work and submitted to the Shawmut Safety Manager prior to work commencing
- Job Safety Analyses – must be written for all high-risk work
- Worker training – you must be trained in the tools and equipment you are using. If you are not trained inform your foreman and never work with tools or equipment you are not adequately trained on first.
- All workers are responsible to have proof of training on them at all times.

☐ **Hazard Communication Program:**

- MSDS are to be submitted for each hazardous chemical before it is brought on site; if you have any questions or concerns speak to the Shawmut Superintendent
- All workers need to be trained in proper use of chemicals they are working with
- All containers need to be properly labeled
- Employers need to provide proper protective equipment and training to use such equipment
- All workers are always responsible to have proof of training on them.
- Report any overexposure or spillage to the site superintendent immediately

☐ **Hazardous Materials**

- A Hazardous Materials Report has been produced and is maintain on site at all times. The site has been inspected for hazards, such as lead, asbestos, and mold but never assume a material is clean before disturbing materials ask the Shawmut Superintendent first.
- Only authorized and properly trained employees will be allowed to work with hazardous materials. If you encounter any identified or suspected hazardous materials, you will stop work and immediately notify the Shawmut Site Superintendent.
- All employees shall observe and follow all “Warning Signs” and barricades
- The following materials have been identified as problems on this site:

-
-
-
-

☐ **Hoisting/Hydraulic equipment:**

- All workers need to provide proof of training before use
- All permits and other paperwork must be complete and submitted to Shawmut Super
- Swing area needs to be labeled and protected with signage and/ or barricades
- Equipment must be inspected daily

☐ **Fire Protection:**

- Hot work permit must be filled out
- Flammables are stored outdoors when not in use in approved storage containers
- Compressed gas cylinders need to be stored upright as per OSHA standards and secured at all times.
- Tobacco products are NOT ALLOWED on any Shawmut jobsite; only outside the job in designated areas.

☐ **Safety Meetings:**

- Will be held regularly by Shawmut and all foreman must attend
- All foremen must conduct a toolbox talk with their employees weekly and submit the sign in sheet and topic for to Shawmut Super every week.
- All personnel will attend a daily pre-task plan meeting run by their competent person.
- All personnel onsite will attend a weekly all hands safety meeting.

☐ **Housekeeping:**

- All trades are required to clean up after themselves per contractual agreements
- SDC will consider ergonomics when developing a rubbish plan (trash chutes/ etc.)
- No materials will be stored inside or outside the construction area without the prior approval of Shawmut Superintendent.
- All work areas should be cleaned daily of trash, debris, and non-useful materials.

☐ **Emergency Action Planning**

- If someone is hurt and needs help, call emergency number immediately
- If you hear an alarm or horn blast, evacuate the building immediately
- Upon a site evacuation, meet at the muster point and check in with your immediate foreman
- Your foreman will report any missing individuals to the Super

☐ **Worker Decorum**

- All tradespeople shall enter and exit the jobsite in a professional, courteous manner. It is imperative that the conduct of all employees is such that we are accepted as guests within the neighborhood. Violation of this principle will result in immediate dismissal from the project.
- Under no circumstances will any worker on a Shawmut site possess, use, or be under the influence of alcohol or drugs during work hours.

☐ Communication

- The success of this project is driven by communication and teamwork.
- Meetings—the Superintendent will hold weekly foremen meetings to address concerns. If you have any concerns discuss with your foreman so he/she can bring up at this meeting. If it is an immediate concern, discuss with the Shawmut Superintendent.
- All workers shall report to Shawmut Design and Construction supervisory personnel any unsafe condition or potentially hazardous situation that comes to their attention.

☐ Quality Control and Assurance

- If there is a question about safety or product ask your foreman to verify the safe and accurate installation of all materials. We want you to be safe and only want to install the product once; asking the question ahead of time can save injuries, time, and money.
- Foremen need to make sure you are using the most updated design.
- Inspections—coordinate all required inspections through the Shawmut Superintendent.

☐ Total Worker Health

- Construction is a dangerous, labor intensive business. We need you to be at your best to perform your daily tasks and that includes both physically and mentally.
- You may never be under the influence of a mind altering substance while working on a Shawmut jobsite. This includes prescribed, legally purchased, or otherwise.
- If you suspect someone may be under the influence, please inform the superintendent.
- The construction industry has lost many people to Opioid overdose. As a result, we want to recognize this and offer some help.
- If you know of someone struggling with Substance Use Disorder, Opioids or other mental health issues, please visit our jobsite safety boards which contain many resources to consult.
- Here are the signs of to look for in an overdose:
 - Small, constricted “pinpoint pupils”
 - Falling asleep or loss of consciousness
 - Slow, shallow breathing
 - Choking or gurgling sounds
 - Limp body
 - Pale, blue, or cold skin
 - Not responsive to loud sound or appropriate physical stimulation
- If you suspect someone may be experiencing an overdose, call 911 right away, and:
 - Administer naloxone, if available.
 - Try to keep the person awake and breathing.
 - Lay the person on their side to prevent choking.
 - Stay with him or her until emergency workers arrive.

☐ Safety Commitment Policy

- Shawmut has established a disciplinary policy as follows for issues of non-compliance by individuals on site:
 - **First Offense: Written Warning and possible fine/ removal of worker**
 - **Second Offense: \$500 - \$1,000 fine and possible removal of offending worker**



ENVIRONMENTAL, HEALTH & SAFETY MANUAL

- **Third Offense: \$1,000 fine and removal of the offending worker**

☐ **Safety Complaint Line – 1-877-342-SAFE**

- If you feel you are not getting fairly treated towards safety or feel you have a complaint that is not being addressed, please call this number and voice your concerns



ENVIRONMENTAL, HEALTH & SAFETY MANUAL

Statement of Commitment

By signing this orientation, I understand that safety is my priority and I will comply with all Shawmut Design and Construction Safety Standards, as well as local, state, and federal Safety Standards. I understand I have the authority to stop work if unsafe conditions exist and report it to the Shawmut Superintendent immediately.

No sign in required at this time.

We will take your picture as well as a picture of all your training documents, but we do not want to share any material (paper, pens, certs, licenses, etc.).

Remember to follow social distancing at all times and wash your hands often.

COVID-19 Training Toolbox Talk

Job Name _____ Date: _____

Coronavirus Disease (COVID-19)

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases and this year we are now experiencing COVID-19. This has been affecting people all over the world and is of particular concern to older people (60+) and people with underlying health conditions. This is not to say that others can't be affected by this, but statistics show the people in those groups are at the greatest risk.

Common signs of infection include respiratory symptoms, fever, cough, sore throat, loss of smell or sent, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

What we know so far is that infected people can spread COVID-19 through their respiratory secretions, especially coughs and sneezes. [According to CDC](#), spread from person-to-person is most likely among close contacts (about 6 feet). This is thought to occur mainly via droplets produced when an infected person coughs or sneezes. These can land in the mouths or noses of, or can be inhaled by, those nearby. It is unknown if COVID-19 can be transmitted by a person touching a virus-laden surface and then touching their own mouth, nose, or possibly their eyes.

Standard recommendations to prevent infection spread include:

- **Clean your hands.**
Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub. We will install sinks with disposable towels and trash cans. Please make sure and use the trash cans. If you see they are full or we are missing products, please notify us right away.
- **Avoid close contact.**
Avoid close contact with other people. We want to maintain 6' of distance from others at all times. If you must work in close proximity

you must notify your supervisor and we will work on a plan together to make sure you have all the proper equipment.

- **Stay home when you are sick.**

we have implemented a Zero Tolerance for anyone that is sick. At all times, you must stay home from work when you are sick. This will help prevent spreading your illness to others.

- **Cover your mouth and nose.**

Cover your mouth and nose with a tissue when coughing or sneezing; this may prevent those around you from getting sick. Flu and other serious respiratory illnesses are spread by cough, sneezing, or unclean hands.

- **Avoid touching your eyes, nose or mouth.**

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

- **Twice daily cleaning of commonly used / touched areas**

We will ensure all commonly touched areas and surfaces are cleaned twice a day.

- **Food/ break rooms**

At no point should we ever see >10 people gathered together. All meetings and breaks are to be taken outside or in an open air space.

- **Daily health screening.**

Upon entering the site each day, you will attend a safety huddle with your foreperson who will ask you a series of health related questions. It is imperative and the success and health of everyone on this site depends on honesty.

<u>How will you remain safe with COVID-19?</u>
(Follow all CDC and OSHA guidelines)
<ul style="list-style-type: none">▪ No one that is sick may be on site (cough, fever, body aches, shortness of breath)▪ Maintain 6' social distancing at all times, including on elevators/ hoists▪ No gathering of more than 10 people in one room (unless it's an auditorium or equivalent)▪ Frequently wash hands and try not to touch your face▪ Notify SDC super immediately if you have any concerns (see workflow)
<u>Access & Housekeeping</u>
(Ex. Ladders, ramps, cords, debris, etc.)
<ul style="list-style-type: none">▪ Clear access and egress▪ Proper material storage▪ Trip, slip, and fall hazards eliminated
<u>Tools & Equipment / PPE</u>
(Ex. Grinders, masonry saw, chop saw, skill saw, impact gun, etc.)
<ul style="list-style-type: none">▪ All tools in good working condition with all guards in place▪ Correctly labeled equipment▪ Safety glasses, hard hats 100% of the time▪ Face shields and gloves used when needed

<u>Are you working at heights?</u>
(Ex. Above 6')
<ul style="list-style-type: none">▪ Have you been trained (do you have record of this training)?▪ Do you have the proper equipment & has it been inspected?▪ Utilize 100% fall protection tie-off at all times at heights equal to and exceeding 6'▪ Personal fall arrest equipment must be tagged and designed for use as PFAS only
<u>Is there any potential for electrical hazards?</u>
(Ex. Temp electrical work, de-energized, panel access, general use, etc.)
<ul style="list-style-type: none">▪ No live electrical work including voltage testing▪ All house power must use GFCI protection▪ Are your cords in good condition, inspected, and free from damage?▪ Is Lock-out tag-out needed in your work area?



Project Name:	Date:
Subcontractor Name:	
Foreman Name:	
Foreman Signature:	

Daily Pre-Task Plan

What are we doing today?

Where are we working today?

What can go wrong?

How can we prevent an incident?

Daily Individual Health Check

Do you have any of the following:

- Difficulty breathing?
- Cough?
- Fever?
- Body Aches?
- Sore Throat?
- Loss of smell or taste?

Does anyone in your home have the above?

Has anyone in your place of residence been tested for COVID-19 where the results are pending?

Has anyone traveled to a high-risk area recently?

Hygiene:

- Wash your hands with soap and water before and after eating, drinking, smoking, or touching your face
- Avoid touching your face as much as possible
- Use antibacterial lotion when running water and soap are inaccessible
- No handshaking
- When entering a machine or vehicle that you are not sure you were the last person to enter, wipe down the interior and door handles with disinfectant

Social Distancing:

- Maintain 6' of space between you and your co-workers at all times
 - This includes during break times and usage of elevators/hoists/stairs
- All crew meetings are to be held outside

**ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME!
IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!**

Name	Name	Name	Name

No sign in required at this time.

We will take your picture as well as print your name, but we do not want to share any material (paper, pens, certs, licenses, etc.).

Remember to follow social distancing at all times and wash your hands often.

COVID-19 Close Proximity Work Plan



Project Name:	Date:
Subcontractor Name:	
Foreman Name:	
Foreman Signature:	

Close Proximity Work (within 6')

What task needs to be performed while working within 6'?
Has everyone involved in this task read the daily health screening? Are they healthy? This is a must.
Does everyone have the required PPE?
<ul style="list-style-type: none">• Hard hat• Safety glasses• Face shield• Face Covering• Gloves
All staff involved in close proximity work will follow strict hygiene procedures, to include proper hand washing as soon as operation is complete?

Daily Individual Health Check

Do you have any of the following:

- Difficulty breathing?
- Cough?
- Fever?
- Body Aches?
- Sore Throat/
- Fatigue?
- Loss of smell or taste?

Does anyone in your home have the above?

Has anyone traveled to a high-risk area recently?

Hygiene:

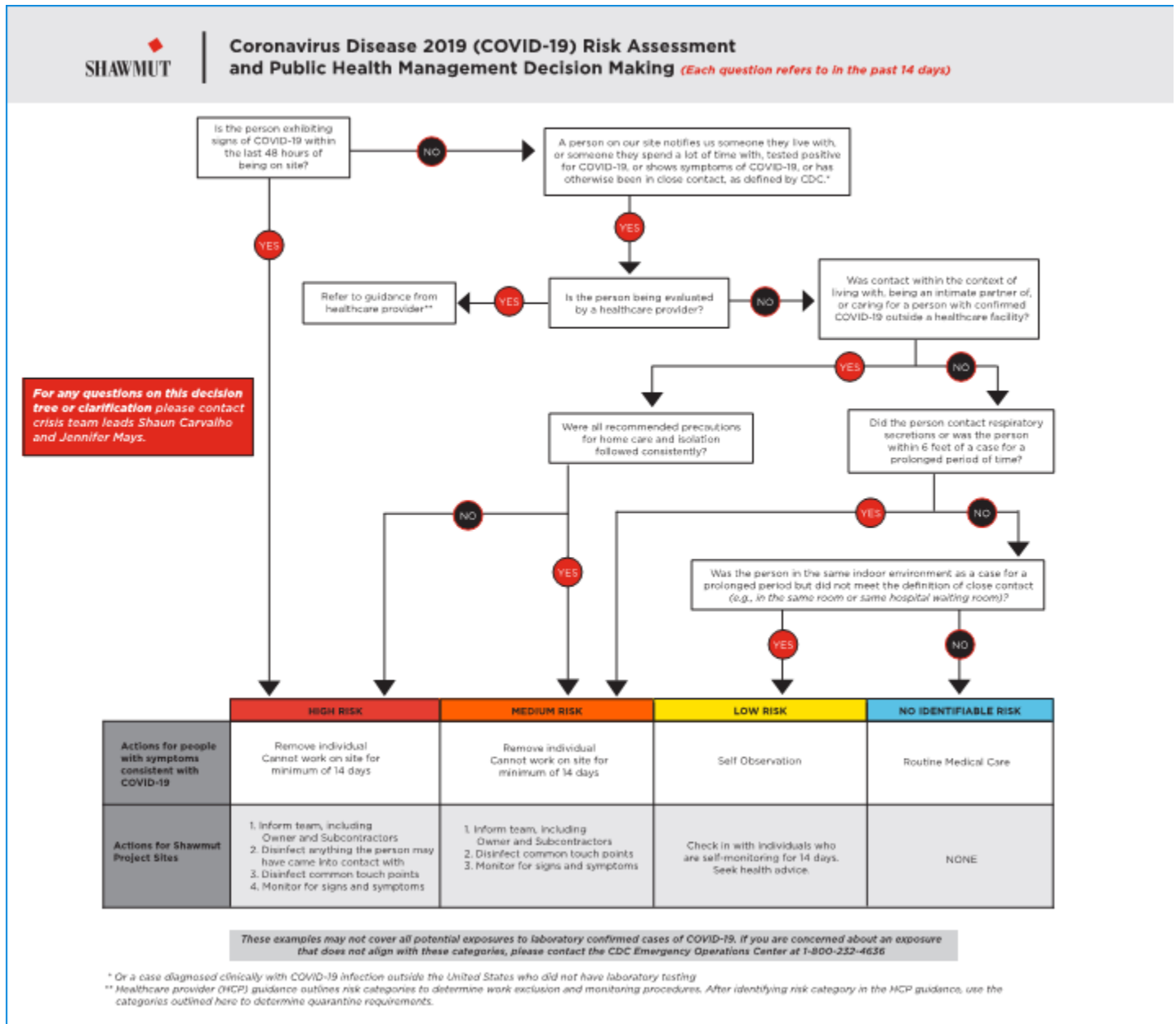
- Wash your hands with soap and water before and after eating, drinking, smoking, or touching your face
- Avoid touching your face as much as possible
- Use antibacterial lotion when running water and soap are inaccessible
- No handshaking
- When entering a machine or vehicle that you are not sure you were the last person to enter, wipe down the interior and door handles with disinfectant

Social Distancing:

- Maintain 6' of space between you and your co-workers at all times
 - This includes during break times and usage of elevators/hoists/stairs
- All crew meetings are to be held outside

ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!

COVID-19 Exposure Decision Flowchart





COVID-19 SAMPLE EXPOSURE MEMO

COVID-19 Exposure Memo

Sample Memo

To our valued project team members:

Today, we learned that someone on our jobsite [has tested positive/is exhibiting symptoms, but has not yet been able to be tested] for COVID-19 (2019 novel coronavirus). This individual was last on the jobsite on [DATE]. Therefore, the last known potential contact for our team with this individual was [#] days ago. The individual works [describe the area/floor/ etc. where the individual works while keeping the individual's identity private as best you are able]. We have reached out directly to those individuals whom we are aware of that were in "close contact" with the impacted person. This is defined by the CDC as *"being within approximately six feet of a COVID-19 case for a prolonged period of time."* We have instructed potentially impacted team members to self-quarantine at home (subject to additional future guidance from the CDC, which may permit exposed workers to continue working if wearing approved masks).

As always, your safety is our top priority. We will sanitize all common touchpoint areas and have asked the individual to leave the site until their self-quarantine period is complete and they are healthy to return to work (minimum 14 days).

While most team members were not in close contact with the individual, we recommend that all team members take precautions outlined by the CDC—even if they were not exposed through close contact. These include:

- Monitor your health symptoms which include a fever (over 100.3°F), cough, and shortness of breath
- If symptoms develop, self-quarantine and call your healthcare provider
- Practice social distancing
- Wash your hands frequently and avoid touching your face

While we understand that this may cause concern for you, we want to assure you that we are taking every precaution possible and care about your health and the health of your families.



COVID-19 SAMPLE EXPOSURE MEMO

Please do not hesitate to reach out to your manager or anyone from the Shawmut Team if you have any questions or if you develop symptoms and are tested for COVID-19.

CDC Risk Assessment: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

Close contact is defined as:

a) being within approximately six feet (two meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Symptoms compatible with COVID-19, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.