**COVID-19 Plan Template**

The following COVID-19 plan template is based on provisions originally developed by the Construction Industry Safety Coalition. CISC is composed of more than 25 construction industry trade associations representing all aspects of the construction industry ([www.buildingsafely.org](http://www.buildingsafely.org)). CISC was formed to provide information to the Occupational Safety and Health Administration and contractors regarding important safety and health issues. The plan provided outlines the steps you can take to reduce the risk of employee exposure to COVID-19 and describes how to prevent worker exposure to coronavirus, protective measures to be taken on job sites, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if an employee contracts COVID-19. NRCA’s Health and Safety Committee has modified the plan to reflect components and language important for roofing contractors. This plan is fully customizable, and you are encouraged to carefully review the provisions and tailor the language accordingly. The plan does not constitute legal advice and should not be construed on its own as fulfilling a contractor’s overall obligations to ensure a safe and healthful work environment. You should consult with state and local ordinances regarding essential work in the areas in which you operate. As the COVID-19 outbreak continues to evolve, the information and recommendations contained in this plan may change, and you should continue to monitor developments.

**COVID-19 Exposure Prevention, Preparedness**

**and Response Plan**

**[INSERT COMPANY NAME]** takes the health and safety of its employees seriously. With the spread of COVID-19, respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed “essential” in many locations throughout the U.S. during this Declared National Emergency. To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness and Response Plan to be implemented throughout the company and at all of its job sites. [Insert company name] has identified a team of employees to monitor available Centers for Disease Control and Prevention and Occupational Safety and Health Administration guidance on the virus.

This plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The company may also amend this plan based on operational needs.

**I. Responsibilities of Managers and Supervisors**

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

**II. Responsibilities of Employees**

[Insert company name] is asking every employee to help with prevention efforts while at work. To minimize the spread of COVID-19 at job sites, everyone must cooperate. The company has instituted various housekeeping, social distancing and other best practices at its job sites for all employees to follow. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19. Specific question about this plan or COVID-19 can be directed to managers, supervisors or **[ADD TITLE HERE]**.

A. OSHA and the CDC have provided the following control and preventative guidance to all workers regardless of exposure risk. You should:

* Wear a face covering in situations where it is mandated by state or local rule or when working in proximity of 6 feet from other employees. See Section IV.E. for further guidance regarding face coverings.
* Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
* Avoid touching your eyes, nose or mouth with unwashed hands.
* Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
* Avoid close contact with people who are sick.

B. In addition, employees must familiarize themselves with the symptoms of COVID-19, which are:

* Coughing
* Fever or chills
* Shortness of breath, difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

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

**III. Guidance for Critical Infrastructure Employers**

The CDC has provided guidance for employers regarding safety practices for “critical infrastructure workers” who may have been exposed to a person with a suspected or confirmed case of COVID-19. Construction has been deemed as critical infrastructure by the Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency, and many state and local jurisdictions have similarly deemed construction as critical infrastructure during the COVID-19 pandemic. Given this, **[INSERT COMPANY NAME]** is adopting the following protocol for employees exposed or potentially exposed to a suspected or confirmed case of COVID-19, consistent with CDC recommendations.

If a critical infrastructure employee has been exposed or potentially exposed to a suspected or confirmed case of COVID-19, **[INSERT COMPANY NAME]** will permit the employee to continue to work but will implement the following practices:

* Measure temperature of employees before they enter the worksite (see Appendix A for additional information)
* Regularly monitor asymptomatic employees
* Exposed or potentially exposed employees must wear a mask/face covering for 14 days after exposure
* Employees must maintain social distancing as work duties permit
* Routinely disinfect workspaces

Depending on workforce needs, **[INSERT COMPANY NAME]** may choose to keep the exposed or potentially exposed employee away from work for 14 days (see Section VI).

**IV. Job-site Protective Measures**

The company has instituted the following protective measures at all job sites.

*A. General Safety Policies and Rules*

* Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the job site and return home. **[INSERT COMPANY NAME]** may determine that taking employee/contractor/visitor temperatures at worksites is appropriate and restrict access based upon temperature readings. As an alternative to taking temperatures at worksites, **[INSERT COMPANY NAME]** may request employees/contractors/visitors to take their own temperatures before arriving at worksites. (See Appendix A for additional information.)
* Safety meetings will be by telephone if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman or superintendent will sign in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, gathering in groups of more than 10 people is discouraged, and participants must remain at least 6 feet apart.
* Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least feet when possible. When work trailers are used, only necessary employees should enter the trailers, and all employees should maintain social distancing while inside trailers.
* Employees are encouraged or may be required to wear face coverings when they must work in proximity of 6 feet from other employees. Note: Employees must wear face coverings wherever mandated by state or local rule.
* All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
* Employees will be encouraged or may be required to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than 10 people.
* The company understands that because of the nature of its work, access to running water for hand washing may be impractical. In these situations, the company will provide, if available, alcohol-based hand sanitizers and/or wipes.
* Employees should limit sharing tools and equipment. To the extent tools must be shared, the company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
* Employees are encouraged or may be required to limit the need for N95 respirator use by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
* The company will divide crews/staff into two groups when possible so projects can continue working effectively in the event that one of the divided teams is required to quarantine.
* As part of the division of crews/staff, the company will designate employees into dedicated shifts at which point employees will remain with their dedicated shift for the reminder of the project. If there is a legitimate reason for an employee to change shifts, the company will have sole discretion in making that alteration.
* Employees are encouraged to minimize ride-sharing. While in a non-company vehicle, employees must ensure adequate ventilation and consider the use of face coverings. Additional rules may be established by the company for travel in company vehicles and for compensated travel in personal vehicles.
* If practicable, employees should drive the same truck or piece of equipment every shift.
* In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles. Use of tobacco products (chewing tobacco, smoking), vaping, sunflower seeds, etc., should be avoided.

**[INSERT ADDITIONAL PRECAUTIONS THAT MAY BE SPECIFIC TO YOUR BUSINESS/OPERATIONS/PROJECTS OR THAT MAY BE REQUIRED BY OTHER APPLICABLE AUTHORITIES OR CONTRACT DOCUMENTS.] *Additional Job-site Safety Precautions Include:***

*B. Workers Entering Occupied Building and Homes*

* When employees perform construction and maintenance activities within occupied homes, office buildings and other establishments, these work locations present unique hazards with regard to COVID-19 exposures. All such workers should evaluate the specific hazards when determining best practices related to COVID-19.
* During this work, employees must sanitize work areas upon arrival, throughout the workday and immediately before departure. The company will provide alcohol-based wipes for this purpose.
* Employees should ask other occupants to keep a personal distance of 6 feet at a minimum. Workers should wash or sanitize hands immediately before beginning and after completing their work.

*C. Job-site Visitors*

* The number of visitors to a job site, including the trailer or office, will be limited to only those necessary for the work.
* Companies may require visitors to comply with the employee responsibilities set forth in Paragraph II A.
* All visitors will be screened in advance of arriving to job sites. Any visitor who answers “yes” to any of the following questions should not be permitted to access a job site:
	+ Have you been confirmed positive for COVID-19 and have not yet been cleared to return to work?
	+ Are you currently experiencing or recently experienced any acute respiratory illness symptoms such as fever, cough or shortness of breath?
	+ Have you been in close contact with anyone who has been confirmed positive for COVID-19 and are also exhibiting acute respiratory illness symptoms during the past 14 days?
	+ Have you been in close contact with anyone who has traveled and are also exhibiting acute respiratory illness symptoms during the past 14 days?
* **[INSERT COMPANY NAME]** may determine that taking visitor temperatures at worksites is appropriate and restricting access based upon temperature readings. As an alternative to taking temperatures at worksites, **[INSERT COMPANY NAME]** may request visitors take their own temperatures before arriving at a worksite and inform the company of the result in written or electronic form. (See Appendix A for more information.)
* Site deliveries will be permitted but should be properly coordinated in line with minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

*D. Personal Protective Equipment and Work Practice Controls*

* In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), [Insert company name] will also provide:
	+ Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
	+ Eye protection: Eye protection should be worn at all times while on-site.

**NOTE:**  The CDC is currently not recommending healthy people wear N95 respirators to prevent the spread of COVID-19. Employees should wear N95 respirators if required by the work and if available.

* Because of the current shortage of N95 respirators, the following work practice controls should be followed:
	+ Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
	+ Limit exposure time to the extent practicable.
	+ Isolate workers in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential workers and bystanders.
	+ Institute a rigorous housekeeping program to reduce dust levels on job sites.
* To the extent that shortages of N95 respirators continue to occur, the company will take the following steps in accordance with OSHA guidance to continue to protect employees where respirator use is required by other OSHA standards:
	+ *Extended use or reuse of N95 respirators* – If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse the respirator as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled or contaminated. The CDC has issued [respirator reuse recommendations](https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html#:~:text=Extended%20use%20is%20favored%20over%20reuse%20because%20it,transmission%20and%20other%20risks%20involved%20in%20these%20practices.) for health care facilities, which may be informative to the construction industry. Similarly, the Food and Drug Administration has issued guidance on [decontaminating respirators](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.htmlhttps%3A/www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-surgical-masks-and-face-masks#decontaminating).
	+ *Use of expired N95 respirators* – If N95 respirators are not available and extended use or reuse of N95 respirators is not possible, employees may use previously NIOSH-certified *expired* N95 respirators.
	+ *Respirators not approved by the National Institute for Occupational Safety and Health* – If N95 respirators are not available, extended use or reuse of N95 respirators is not possible, and expired N95 respirators are not available, employees may use respirators that are either certified under certain standards of other countries or previously certified under the standards of other countries but beyond their manufacturer’s recommended shelf life. OSHA directs that respirators certified by the People’s Republic of China be used only after respirators from other countries are sought.

*E. Face Coverings*

**[INSERT COMPANY NAME]** has reviewed OSHA’s workplace classification scheme for worker exposure potential to COVID-19. Although construction work could generally be considered “low risk” for viral transmission, some construction tasks or activities may involve working with others in proximity closer than 6 feet, including sitting in the same vehicle, and, therefore, might be considered as “medium risk” under the agency’s risk pyramid.

Because of this and CDC recommendations, we are implementing a face covering policy for certain work activities for the foreseeable future, including those situations where it is mandated by state or local rule or employees must work in proximity of 6 feet from other employees. A face covering is a cloth, bandana or other type of material that covers a person’s nose and mouth. Five general criteria for “cloth face coverings” are that the face covering should:

* Fit snugly against the side of the face and be secured under the chin
* Be secured with ties or ear loops
* Include multiple layers of fabric
* Allow for breathing without restriction
* Be able to be laundered and machine-dried without damage or change to shape

For further information, the CDC has issued [guidance](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html) on how to wear, take off and wash reusable face coverings.

Use of a face covering is not a substitute for the important workplace preventative technique of maintaining 6 feet of physical distance from others.

**V. Job-site Cleaning and Disinfecting**

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

* Job-site trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment, such as nitrile, latex or vinyl gloves and gowns as recommended by the CDC.
* Any trash collected from the job site must be changed frequently by someone wearing nitrile, latex or vinyl gloves.
* Any portable job-site toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The company will ensure hand sanitizer dispensers are always filled. Frequently touched items (such as door pulls and toilet seats) will be disinfected frequently.
* Vehicles, equipment and tools should be cleaned at least once per day and before change in operator or rider.
* The company will ensure any disinfection shall be conducted using one of the following:
	+ Common Environmental Protection Agency-registered household disinfectant
	+ Alcohol solution with at least 60% alcohol
	+ Diluted household bleach solutions (these can be used if appropriate for the surface).
* The company will maintain Safety Data Sheets of all disinfectants used on-site.

**[INSERT ADDITIONAL CLEANING REQUIREMENTS IF YOU USE HAZARDOUS CHEMICALS ON SITE] *Additional Cleaning and Disinfection Guidelines Include:***

**VI. Job-site Exposure Situations**

* **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms and thinks he or she may have COVID-19, the employee must remain at home and not report to work until: at least 24[[1]](#footnote-1) hours (one full day) have passed since recovery;[[2]](#footnote-2) and at least 10 days have passed since symptoms first appeared. To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work.

If an employee’s symptoms can be attributed to another cause (for example, asthma, allergies, stomach flu, etc.), employees may return to work earlier than the above timeline prescribes; however, such employees are required to obtain a doctor’s note clearing them to return to work.

* **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees who test positive **and are symptom-free** may return to work when at least 10 days have passed since the date of their first positive test **if** they have not had symptoms or subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: at least 24[[3]](#footnote-3) hours has passed since recovery2 and at least 10 days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The company will require an employee to provide documentation clearing his or her return to work.

* **Employee Has Close Contact with a Tested Positive COVID-19 Individual**

Employees who have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to either continue to work, provided they remain asymptomatic in accordance with Section III or, if they are symptomatic or the company chooses to follow more conservative protocols, self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as 6 feet for a prolonged period of time.

However, if an employee who has had close contact with a tested positive COVID-19 individual previously developed COVID-19 within the previous three months and has recovered and remains without COVID-19 symptoms, the employee does not need to stay home.

If the company learns an employee has tested positive, the company will conduct an investigation into co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals to either continue to work (provided they remain asymptomatic in accordance with Section III) or, if they are symptomatic or the company chooses to follow more conservative protocols, to self-quarantine for 14 days from the last date of close contact with the carrier. Any employee who learns he or she has come into close contact with a confirmed-positive individual outside of the workplace must alert a manager or supervisor of the close contact.

**VII. OSHA Recordkeeping/Other requirements**

**When to Record a COVID-19 Case on the OSHA 300 Log**

Record the case on your OSHA 300 log if:

1. The case is a positive confirmed case of COVID-19.
2. The case is work-related. (More information follows.)
3. The case involves death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, and/or a significant injury or illness diagnosed by a physician or other licensed healthcare professional.

The key to determining whether a COVID-19 positive employee’s sickness is recordable is whether the case is work-related. To make this determination, the company must investigate the work-relatedness of the case.

According to OSHA, a reasonable investigation involves:

1. Asking the employee how she or he believes she or he contracted COVID-19
2. While respecting the employee’s privacy, asking the employee about his or her work and out-of-work activities that may have led to the COVID-19 contraction
3. Reviewing the employee’s work environment for potential exposure (for example, determining whether other employees in the work environment also were confirmed with COVID-19).

As noted earlier, this analysis must be conducted at the time the company learns an employee is COVID-19 positive. If the company later learns of additional evidence related to an employee’s COVID-19 illness, that information should be used to determine the work-relatedness of a case.

OSHA has provided the following scenarios as work-related guideposts:

Work-related

* COVID-19 illnesses are likely work-related when several cases (clusters) develop among workers who work closely together and there is no alternative explanation.
* An employee’s COVID-19 illness is likely work-related if it is contracted shortly after lengthy, close exposure to a particular customer or co-worker who has a confirmed case of COVID-19 and there is no alternative explanation.
* An employee’s COVID-19 illness is likely work-related if his or her job duties include having frequent, close exposure to the general public in a locality with ongoing community transmission and there is no alternative explanation.

Not Work-related

* An employee’s COVID-19 illness is likely not work-related if she or he is the only worker to contract COVID-19 in his or her vicinity and his or her job duties do not include having frequent contact with the general public regardless of the rate of community spread.
* An employee’s COVID-19 illness is likely not work-related if she or he, outside the workplace, closely and frequently associates with someone (such as a family member, significant other or close friend) who has COVID-19; is not a co-worker, and exposes the employee during the period in which the individual is likely infectious.

When to Report a COVID-19 Case to OSHA

If you have determined an employee’s confirmed case of COVID-19 is work-related, you must report the case to OSHA if it results in a fatality or an in-patient hospitalization of one or more employees.

If a fatality caused by COVID-19 occurs after 30 days or more from the workplace incident leading to the illness, you are not required to report it.

If the in-patient hospitalization occurs after 24 hours or more from the workplace incident leading to the illness, you are not required to report it.

**Worker’s Compensation Laws**

Check your state’s worker’s compensation laws and regulations in relation to amendments and revisions that may affect workers who have contracted COVID-19.

**VIII. Essential Industry**

Several states and localities are issuing orders that prohibit work and travel except for essential businesses. In general, construction work has been deemed essential, and the company is committed to continuing operations safely. If, upon your travel to and from a worksite, you are stopped by state or local authorities, you will be provided a letter that you can show the authorities indicating you are employed in an essential industry and are commuting to and from work.

**IX. Confidentiality/Privacy**

Except for circumstances in which the company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum needed to comply with legally required reporting, ensure proper care of the employee and detect situations where the potential for transmission may increase. A sample notice to employees is attached to this plan. The company reserves the right to inform other employees a co-worker (without disclosing the person’s name) has been diagnosed with COVID-19 if other employees might have been exposed to the disease so employees may take measures to protect their health.

**X. General Questions**

Given the fast-developing nature of the COVID-19 outbreak, the company may modify this plan on a case by case basis. If you have any questions concerning this plan, please contact **[ADD TITLE HERE.]**

**Appendix A – Temperature Screening Guidance**

General Considerations[[4]](#footnote-4)

* Certain local jurisdictions have recommended or required employers to conduct temperature screenings of employees as they enter the worksite. Any applicable federal, state or local requirements on employee temperature screenings should be consulted prior to performing screenings because the recording or screening may be restricted by those laws.
* Temperature screenings must be conducted consistently, professionally and with proper training for those conducting the checks. Such checks must be uniformly and nondiscriminatorily conducted on all employees (as well as contractors, vendors, customers and/or visitors if they will also be screened).
* Any information obtained from temperature screenings should be stored securely with access limited to those with a business need to know. It is essential to have proper documentation in the event an individual needs to be excluded from a worksite based on the results of a temperature screening. If excluding individuals from a worksite based upon temperature, a set temperature should be established based upon public health recommendations. Many employers have set the temperature required for exclusion at 100.4 F or above.
* Wage protocols and procedures to account for any potential time spent waiting in line to be screened also must be considered. This is particularly important at worksites where there may be numerous workers reporting to their shifts at the same time and only one or two individuals conducting the temperature screenings. Any existing collective bargaining agreements also should be considered.

Options for Screening

* There are two options for how temperature screening can be conducted:
	+ By employees at home before they leave for work
	+ By the employer at a worksite when employees arrive to report for their shifts
* Types of temperature screeners:
	+ *Traditional digital thermometers applied typically in the ear*. These thermometers should only be used with a temperature screening policy that requires employees to conduct such screenings at their homes before leaving for their shifts. These types of thermometers should not be used by employers at the worksite because there would be a high risk of exposure for individuals conducting such temperature screenings.
	+ *Infrared thermometers*. Infrared thermometers are the most practicable and safe option for conducting screening at work. However, the individual conducting such temperature screening still must be provided with appropriate protective gear. If an infrared thermometer does not allow the individual conducting the screening to stand at least 6 feet from the employee being screened, the following protective gear is recommended:
		- The individual conducting the screening should wear a face covering and gloves. If at all possible, the employee being screened should wear a face covering during the check.
		- If the employee is not wearing a face covering, the individual conducting the screening should wear a gown and eye protection in addition to a face covering and gloves.

If the individual conducting the screening is able to stand 6 feet or more from the employee being screened, no additional protective gear is necessary though a face mask and gloves are recommended.

Reports of sensitivity of some infrared thermometers to ambient conditions that may affect the integrity of the readings obtained have been experienced by some contractors.

**Essential Industry Employee**

Re: Shelter-in-Place Orders

To whom it may concern:

Please be informed that the bearer of this letter is employed at [COMPANY NAME], located at [COMPANY ADDRESS]. The company is a [name type of contractor]. We have reviewed all applicable Orders and have determined that our operations qualify as essential/critical infrastructure and that we are able to continue to operate under those Orders.

Employees in possession of this letter have been deemed essential to the minimum basic operations of our business. All nonessential personnel have been notified to work remotely until further notice. Employees who are critical to the minimum basic operations of the business have been instructed to comply with social distancing rules/requirements in the jurisdiction, as well as other safety and health precautions.

If you have questions regarding the nature or scope of this letter, please do not hesitate to contact [insert contact name] at [insert contact number and/or email].

Sincerely,

**EXECUTIVE NAME**

*TITLE*

**Employee Notification**

DATE: [DATE]

TO: [CLOSE CONTACT EMPLOYEE]

FROM: [COMPANY REP]

We have been informed by one of our [employees/customer/vendor/etc.] working at [SITE] that they have a confirmed case of COVID-19 based on test results obtained on [DATE]. Per company policy, this [employee/customer/vendor/etc.] has been directed to self-quarantine until permitted to return to work.

We are alerting you to this development because, based on the Company’s investigation, we believe that you may have come into contact with the confirmed-positive case on or about [DATE]. As a critical infrastructure employee, **[INSERT COMPANY NAME]** will permit you to work provided you remain asymptomatic. In addition, we are implementing the following practices:

* Measuring temperature of employees before they enter the worksite
* Regularly monitoring asymptomatic employees
* Ensuring employees maintain social distancing as work duties permit
* Routinely disinfecting workspaces.

You are also required to wear a face covering at all times while at the worksite for at least 14 days. Please inform [COMPANY CONTACT] if any of the following occur to you during the next 14 days: you experience flu-like symptoms, including fever, cough, sneezing or sore throat or you test positive for COVID-19.

We also want to take this opportunity to remind you that one of our core values as a company is respect for and among our employees [or customers]. We will treat information regarding the identity of employees [or customers] with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Company policy, we will not tolerate harassment of or discrimination or retaliation against employees [or anyone].

Please contact [COMPANY CONTACT AWARE OF APPROPRIATE PROTOCOLS] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>.

**COVID-19 Checklist for Employers and Employees**

**Know the Symptoms of COVID-19**

* + Coughing; fever or chills; shortness of breath; difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; and diarrhea.
	+ Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your healthcare provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

**Employer Responsibilities**

* Develop a COVID-19 Exposure Action Plan.
* Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6 feet distance between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
* Access to job sites and work trailers will be limited to only those necessary for the work.
* Pre-screen all visitors to ensure they are not exhibiting symptoms.
* Ask all employees, contractors and visitors to leave a job site and return home if they are showing symptoms.
* Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
* Provide protective equipment to any employees assigned cleaning/disinfecting tasks.
* Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce and associations to improve community response efforts.

**Employee Responsibilities**

* Become familiar with the Exposure Action Plan and follow all elements of the plan.
* Practice good hygiene: wash hands with soap and water for at least 20 seconds or use 60% or more alcohol-based hand rub. Avoid touching your face, eyes, food, etc., with unwashed hands.
* Wear face coverings when mandated by state or local rule or when working in proximity of 6 feet from other employees.

**Cleaning/Disinfecting Job Sites and Other Protective Measures**

* + Clean and disinfect frequently used tools and equipment regularly. This includes other elements of job sites when possible. Employees should regularly do the same in their assigned work areas.
* Clean shared spaces such as trailers and break/lunchrooms at least once per day.
* Disinfect shared surfaces (door handles, machinery controls, etc.) regularly.
* Avoid sharing tools with co-workers. If tools must be shared, disinfect them before and after each use.
* Arrange for any portable job-site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
* Trash collected from job sites must be removed frequently by someone wearing gloves.

**Personal Protective Equipment and Alternative Work Practice Controls**

* Provide and wear the proper PPE.
* Reduce dust by using engineering and work practice controls, specifically through the use of water delivery and dust-collection systems.

**COVID-19 Toolbox Talk**

**What is COVID-19?**

The novel coronavirus, COVID-19, is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough and shortness of breath.

According to the Department of Health and Human Services/Centers for Disease Control and Prevention, Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the U.S.

**How is COVID-19 Spread?**

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, person-to-person spread is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear whether a person can contract COVID-19 by touching a surface or object that has the virus on it and then touching his or her mouth, nose or their eyes.

In assessing potential hazards, employers should consider whether workers may encounter someone infected with COVID-19 during the course of their duties. Employers should also determine whether workers could be exposed to environments (such as worksites) or materials (such as, laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers also may rely on identification of sick individuals who have signs, symptoms and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity and other features associated with COVID-19, and investigations are ongoing.

**COVID-19 Prevention and Work Practice Controls**

Worker Responsibilities

* Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
* Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
* Avoid touching your eyes, nose or mouth with unwashed hands.
* Avoid close contact with people who are sick.
* If you have symptoms (such as fever, cough, or shortness of breath), notify your supervisor and stay home. DO NOT GO TO WORK.
* Follow [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html) if you are sick. Do not return to work until the criteria to [discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html) are met in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

* Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails and doorknobs. Dirty surfaces can be cleaned with soap and water before disinfection. To disinfect, use [products that meet the Environmental Protection Agency’s criteria for use against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2), the cause of COVID-19, and are appropriate for the surface.
* Avoid using other employees’ phones, desks, offices or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use.
* Clean and disinfect frequently used tools and equipment regularly.
	+ This includes other elements of the job site when possible.
	+ Employees should regularly do the same in their assigned work areas.
* Clean shared spaces such as trailers and break/lunchrooms at least once per day.
* Disinfect shared surfaces (door handles, machinery controls, etc.) regularly.
* Avoid sharing tools with co-workers. If sharing tools must occur, disinfect them before and after each use.
* Arrange for any portable job-site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
* Any trash collected from job sites must be removed frequently by someone wearing gloves.
* In addition to regular personal protective equipment for workers engaged in various tasks (fall protection, hard hats, hearing protection), provide:
	+ Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, any type of glove is acceptable, including latex gloves. Gloves should not be shared.
	+ Eye protection: Eye protection should be worn at all times while on-site.
* Some employees may be required to wear face coverings, including in those situations where it is mandated by state or local rule or employees must work in proximity of 6 feet from other employees. A face covering is a cloth, bandana or other type of material that covers a person’s nose and mouth. CDC lists five criteria for “cloth face coverings.” A face covering should fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape. Use of a face covering is not a substitute for other workplace preventative techniques that are outlined in this plan.
1. NOTE TO EMPLOYERS: The CDC guidance currently recommends an individual be symptom-free for 24 hours. However, this is updated from CDC’s initial guidance that recommended an individual be symptom-free for 72 hours. As such, many state and local jurisdictions are still requiring a full 72 hours of being symptom-free before an individual can return to work. Because these jurisdictions have enforcement authority (whereas the CDC does not), employers should be cognizant of whether they are subject to the 72-hour time period. [↑](#footnote-ref-1)
2. Recovery is defined as: resolution of fever without the use of fever-reducing medications and improvement in other symptoms (for example, cough, shortness of breath). [↑](#footnote-ref-2)
3. NOTE TO EMPLOYERS: The CDC guidance currently recommends an individual be symptom-free for 24 hours. However, this is updated from CDC’s initial guidance that recommended an individual be symptom-free for 72 hours. As such, many state and local jurisdictions require a full 72 hours of being symptom-free before an individual can return to work. Because these jurisdictions have enforcement authority (whereas CDC does not), employers should be cognizant of whether they are subject to the 72-hour time period. [↑](#footnote-ref-3)
4. Temperature screening involves numerous, difficult legal issues. This Appendix does not represent a comprehensive discussion of all of those issues. It is intended to provide some basic guidance to contractors who might be performing screening. Contractors should consult with legal counsel before implementing a screening program. [↑](#footnote-ref-4)