



ARIZONA CHAPTER ASSOCIATED GENERAL CONTRACTORS

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AGENDA

Joint AGC Safety & Employment Professionals Meeting

Zoom Conference Call

March 31, 2020

2:00pm

- I. Welcome and Introductions**
- II. Overview and Purpose of the Meeting/See AZAGC Website**
- III. Roundtable Discussion**
 - COP Correspondence/Other Owners Public and Private
- IV. Review Construction Industry Safety Committee Documents**
- V. Do General Contractors Need to Seek the Same Amendment from Subcontractors and Suppliers? Draft correspondence to subs and suppliers?**
- VI. Future Meetings Other Issues and Business**



City of Phoenix

Street Transportation Department
Office of the City Engineer

March 27, 2020

Attn: City of Phoenix General Contractors

Subject: COVID-19 Worksite Safety

With daily developments in the COVID-19 health emergency, project site safety has a heightened level of importance and scrutiny. Each City of Phoenix contractor has acknowledged the importance of performing work in a safe manner so as to prevent damage, injury, or loss and should have a Safety Representative designated. The contractor and its Safety Representative are responsible for supervising, implementing, and monitoring all safety precautions and programs related to work on their respective City projects.

At this time, contractors and their Safety Representatives should be reevaluating and modifying their worksite-specific safety plans to account for COVID-19 and to comply with all contractual and legal requirements. In addition to the CDC's guidance ([cdc.gov](https://www.cdc.gov)), we recommend that you review OSHA's guidance on preparing workplaces for COVID-19 ([osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)) in developing an updated safety plan.

The updated worksite-specific safety plans should be developed within the next week and be provided to the City's Representative for the City's records. The updated safety plans should address the heightened need to protect contractor/subcontractor staff, City staff, and the public. The Contractor should adhere to the updated worksite safety plan and communicate the safety plan to all Subcontractors of all tiers and hold them accountable to the plan.

We are in an extraordinary situation with the health emergency related to COVID-19 (coronavirus) and clearly understand the value of the roles we play in serving the public. The City thanks you for all you do to help build, maintain, and operate our infrastructure and to keep our City running.

With regards,

Eric J. Froberg, P.E.
City Engineer

Construction Industry Safety Coalition Recommendations: COVID-19 Exposure Prevention, Preparedness, and Response Plan for Construction

The purpose of this plan is to outline the steps that every employer and employee can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.¹

[INSERT COMPANY NAME] takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a 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” during this Declared National Emergency. In order 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 our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) 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

¹ This template COVID-19 Exposure Prevention, Preparedness, and Response Plan for Construction has been developed by the Construction Industry Safety Coalition (“CISC”). The CISC is comprised of over 25 construction industry trade associations representing all aspects of the construction industry. The CISC was formed to provide information to the Occupational Safety and Health Administration and contractors on important safety and health issues. This document is a “template” that individual contractors should review carefully and tailor to their own work and jobsites. It 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. This template was prepared on March 25, 2020. As the COVID-19 outbreak develops, the information and recommendations contained in this document may change and thus, contractors should continue to monitor developments in this area.

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

We are asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact **[ADD TITLE HERE]**.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- 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.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

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 healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

III. Job Site Protective Measures

The Company has instituted the following protective measures at all jobsites.

A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Safety meetings will be by telephone, if possible. If safety meetings are conducted in-person, attendance will be collected verbally and the foreman/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, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all employees should maintain social distancing while inside the trailers.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- The Company understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' 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 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 (2) groups where possible so that 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 remainder 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 vehicle, employees must ensure adequate ventilation.
- If practicable, employees should use/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.

[INSERT ADDITIONAL PRECAUTIONS THAT MAY BE SPECIFIC TO YOUR BUSINESS/OPERATIONS/PROJECTS] *Additional Jobsite 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 regards 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 the 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 six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers “yes” to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - 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 any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all 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), employers 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, then 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 that 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.

- Due to 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 the jobsite.

IV. 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, where possible. Employees should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside. The Company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- If an employee has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the Company will clean those areas of the jobsite that a confirmed-positive individual may have come into contact with before employees can access that work space again.

- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - 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:*

V. Jobsite Exposure Situations

- **Employee Exhibiting COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

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

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at

home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;² and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

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

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

VI. OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 (but not a confirmed diagnosis), the recordability analysis would not necessarily be triggered at that time.

² Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Company's assessment will consider the work environment itself, the type of work performed, risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident occurring.

VII. "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 the worksite, you are stopped by State or local authorities, you will be provided a letter that you can show the authorities indicating that you are employed in an "essential" industry and are commuting to and from work.

VIII. 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 not only to comply with legally-required reporting, but also to assure proper care of the employee and to 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 that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

IX. 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.]**

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 non-essential 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 he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” 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]. Based on Company policy we are directing you not to report to work (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [14 days from last contact with confirmed case], you may return to work. However, please inform [COMPANY CONTACT] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our employees and top quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution.

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, shortness of breath, and difficulty breathing.
- 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 health-care 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 between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite 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 (PPE) 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. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where 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.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.
- Keep the dust down 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 U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), 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 United States.

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, spread from person-to-person 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, like 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 if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

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

Depending on the work setting, employers may also 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, in order 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.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) 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 prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2external icon](#), 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 on a regular basis.
 - This includes other elements of the jobsite where 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.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect 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 the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers 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, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if at all possible.
 - Eye protection: Eye protection should be worn at all times while on-site.

[Company] Pandemic Flu Policy

As an employer, our company has a responsibility to protect employee safety and health. The purpose of this policy is to ensure that our employees know what is expected of them in the event of a serious worldwide or national influenza outbreak.

Pandemic description

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads worldwide easily from person-to-person.

A worldwide pandemic could have a major effect on the U.S. construction industry, other businesses worldwide, and our national economy. A pandemic could affect as many as 40 percent of the workforce during periods of peak influenza illness. Employees could be absent because they are sick, must care for sick family members or for children if schools and day-care centers are closed, or are afraid to come to work.

Unlike natural disasters or terrorist events, an influenza pandemic will be widespread, affecting multiple areas of United States and other countries at the same time. A pandemic will also be an extended event, with possible multiple waves of outbreaks in the same geographic area; each outbreak could last 6 to 8 weeks and may occur over a year or more. It is unlikely that our employees will be free from potential exposure to the influenza.

Company policy

This policy is not designed to frighten you. However, it is prudent for our executive management to inform you of the potential hazards and ways that you can avoid exposure. The intent is to provide a safe work environment for you, to prevent the spread of an influenza virus in the office and within your families and to ensure our company's financial security, which is important to all staff members.

Every staff member has a responsibility to themselves and fellow employees to take action to prevent the influx and spread of influenza within the office. You will be required to follow this disaster plan in the event of a pandemic influenza outbreak.

This emergency policy will go into effect in the event of an influenza pandemic outbreak. All staff members are required to abide by this policy when directed by the company president or chief executive officer.

Company pandemic influenza emergency plan

Our company will implement a national emergency sick leave policy for employee compensation and sick leave that will be administered by company executives in the event of a pandemic influenza outbreak.

- First and foremost, the purpose of this plan will be to attempt to protect employees from contracting influenza in the workplace.
- Second, this plan will provide employees with adequate financial security by enabling them to work in the office safely or work from home.
- Third, a plan to remotely work at home ensures the company and your financial security by providing the continuation of services during a national emergency.

Employee risks of occupational exposure to influenza during a pandemic may vary from high, medium, or lower risk. The level of risk depends in part on whether or not jobs require close proximity to people potentially infected with pandemic influenza virus. Lower exposure risk occupations are those that do not require contact with people known to be infected with pandemic virus or frequent close contact (within 6 feet) of the public.

Even though our company would most likely be considered to be at a lower risk level, employers have been instructed by OSHA and the CDC to be cautious and develop preparedness plans to minimize employee infections.

Stay at home. During a pandemic influenza outbreak, as determined by the state or federal government, employees who have flu-like symptoms (fever, dry cough, sore throat, sore muscles, stuffy/runny nose, headache) are required to stay at home. Use your provided sick leave and see your doctor. It is important to your health and to your family, friends and other employees that you seek medical attention within the first couple of days. Do not come into the office or jobsite where you could expose other employees and their families. For the sake of staff members and their families, employees who enter the company office or arrive at a jobsite with flu-like symptoms will be immediately sent home.

Absenteeism policy. There are no legal requirements for paid sick leave beyond the normal company sick leave policy. If you have used all your sick leave for the year and have not banked days from previous years or vacation time the company is not obligated by law to provide sick pay. Our company leadership realizes that everybody will need financial security during a national emergency therefore during a pandemic outbreak. Our executive leaders will take the situation under consideration if you are out due to an extended bout of illness and do not have any sick days or vacation days left to use. The worse-case scenario will be that unpaid sick leave without reprisal will be available during a pandemic outbreak.

Remote work opportunities. Some employees may be capable of performing most or all work assignments from home in the event of outbreak. Working at home will reduce your potential exposure to the influenza, and allow those employees who may need to take care of their children due to school closings or possibly a sick family member. Our company leadership will discuss this possibility and potential opportunities to work at home with each employee.

Influenza safety supplies. Supplies in the form of latex/nitrile disposable gloves, N-95 particulate respirators, antibacterial hand sanitizer, and tissues as well as disinfectants and/or antibacterial cleaning supplies and disposable towels for cleaning work surfaces will be stockpiled by the company for your use

while working in the office or jobsite, should the need arise. All staff members will be instructed in their use.

Training. All staff members will receive training in reference to this policy and exposure control. This training will include the signs and symptoms of influenza virus, how to prevent exposure and transmission of viruses, the reasons for staying home from work when sick, how to use the influenza safety supplies.

Travel policy. All travel activities will be terminated and future travel activities postponed until the pandemic influenza outbreak is officially declared ended by the government. As soon as an outbreak is declared all company employees who are traveling will terminate activities and are required to immediately arrange for and return to their home base as soon as it is reasonably possible. For the health and safety of these employees there will be no exceptions to this requirement.

Prevention

There are common-sense ways that people can reduce the possibility of an influenza infection:

- ❖ **Good hygiene.** Start by washing your hands thoroughly with soap and hot water frequently or by using alcohol-based/waterless hand hygiene products. Avoid touching your mouth, nose and eyes if your hands are not clean.
- ❖ **Practice cough etiquette.** Cover your mouth with a tissue and cough into the tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands. Stay clear of anybody who is coughing or sneezing. Be sure to educate family members and children and make sure they have a supply of tissues handy or know how to cough into their elbow, not their hands.
- ❖ **Social distancing.** Reduce the frequency, proximity, and duration of contact between people. Working, commuting, shopping, etc. during off hours is also a form of social distancing.
- ❖ **Appliance controls.** Do not use other person's telephones, keyboards, desks or appliances without first disinfecting the appliance or surface with an antiviral cleaning wipe/product.
- ❖ **Use Personal Protection Equipment (PPE).** During an outbreak wear a respirator and disposable gloves when you are in public or must be around environments where you could be exposed to persons who are or may be infected with a virus. If you think you are ill and must be around other people wear a respirator so you do not spread the virus.
- ❖ **Stay home.** Stay home from work and away from other persons when you are ill.
- ❖ **See a doctor.** Seek professional medical attention as soon as you think you may be ill. The longer you wait the greater the chance of serious illness.
- ❖ **Flu shots.** Get your seasonal influenza vaccine, unless prevented to do so because of allergies or other health reasons.

Basic influenza information

Influenza is commonly known as the flu, which is a virus infection. There are differences between seasonal flu and pandemic flu:

Seasonal Flu	Pandemic Flu
Outbreaks follow predictable seasonal patterns; occurs annually, usually in winter, in temperate climates	Occurs rarely. The 20 th century only had three pandemics—1918, 1957, and 1968. The last time a pandemic was declared was in 2010 for the H1N1 virus.)
Usually some immunity built up from previous exposure	No previous exposure; little or no preexisting immunity
Healthy adults usually not at risk for serious complications; the very young, the elderly, and those with certain underlying health conditions at increased risk for serious complications	Healthy people may be at increased risk for serious complications
Health systems can usually meet public and patient needs	Health systems may be overwhelmed
Vaccine developed based on known flu strains and available for annual flu season	Vaccine probably would not be available in the early stages of a pandemic
Adequate supplies of antivirals are usually available	Effective antivirals may be in limited supply
Average US deaths approximately 36,000/yr from the flu	Number of deaths could be high
Symptoms: fever, cough, runny nose, muscle pain. Deaths often caused by complications, such as pneumonia	Symptoms may be more severe and complications more frequent
Generally causes modest impact on society (e.g., some school closing, encouraging people who are sick to stay home)	May cause major impact on society (e.g., widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings)
Manageable impact on domestic and world economy	Potential for severe impact on domestic and world economy

Flu viruses spread in respiratory droplets caused by coughing or sneezing. The flu viruses are also known to be spread when a person makes contact with a contaminated surface such as a infected persons hand,

countertop, desk, telephone, keyboard and any other surface that respiratory droplets may contact and then the person touches his or her mouth, nose, or eyes.

Most healthy adults may be able to infect others one day before the virus symptoms appear and up to 5 days after becoming sick. That means a person can pass on the flu to someone else before they know and while they are sick. Viruses can be spread very easily through an office, while commuting, in the home, while shopping and in any environment where people come together.

With the increase in global travel, as well as urbanization, and overcrowded conditions, epidemics due to a new flu virus are likely to take hold quickly and spread worldwide equally quickly, which is why the World Health Organization (**who.int**), Center for Disease Control (CDC) (**cdc.gov**), and the Occupational Safety and Health Administration (**osha.gov**) are concerned in early 2020 about a possible influenza pandemic, if a current serious flu virus first detected in China starts spreading from human-to-human.

Although some scientists do not agree, many experts believe that it is not a matter of *if* a pandemic will occur again on our planet; it is a matter of *when*.

Additional information regarding workplace and family safety in a pandemic can be found on this CDC website:

www.cdc.gov/flu/pandemic-resources/index.htm

Current flu virus news: 2020 Corona virus

The Centers for Disease Control tracks the 2020 Corona virus for U.S. public health authorities and provides expert advice for those living in the United States:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The World Health Organization has an informative webpage on the status of the 2020 Corona virus outbreak across the globe:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Safety Protocols for

AZAGC Affiliates – Service Suppliers

Listed are a series of recommendations based on responses received from a call to AZAGC Membership on how to handle daily activities as a Service Supplier during the COVID-19 Crisis.

All personnel should be directed to follow the CDC guidelines posted by the Company.

CUSTOMER – FACING

Maintain vigilance in following recommended CDC guidelines. Develop a Safety Assessment to screen all visitors who enter your place of business.

- Maintain a six-foot distance from everyone at all times...no handshaking
- Wash your hands for a minimum of 20 seconds and/or use hand sanitizer frequently... especially after each transaction or interaction
- Avoid touching your face, nose or mouth
- Clean and disinfect frequently touched areas regularly...especially after each transaction or interaction

CUSTOMER ORDER SERVICING

Determine whether you are going to close showrooms and operate by appointment only. Lock front entrance, however, have product knowledge sales individuals available by email or phone.

Implement A New Process -Notify customers via email broadcast, customer call, website bulletin

Orders must be emailed/phoned/faxed/online into branches. If sent in advance, a company representative will call as soon as the order is available for pickup. Suggest including detail of vehicle for pickup (color/make/model) that way you can watch for the pickup vehicle. If an organization wants to attend in person to your location request them to park in designated area phone the branch (that number will be posted on front door) ask for your regular counter representative, place the order and provide color/make/model of pick-up vehicle and company will service the order without the driver leaving their vehicle. Consider no longer requiring signature, instead use some other type of reference (i.e.; picture of vehicle and license plate).

- When placing orders all customer order information previously utilized should still be required. (PO, job#, job name, name of individual placing order)
- Email/phone/fax in order with pick up vehicle information. (Make, model, plate)
- If an order was called in advance, phone customer when the order is ready for pickup and wait for the vehicle to arrive.
- If order was called in from parking lot, driver to wait in vehicle and supplier will load all material and take picture of driver and order (no signature required).

WAREHOUSE TRANSFER

If there are warehouse transfers, institute the following measures. Be cautious of any spread between your locations.

- There will be no personal contact between driver and branch.
- Upon arrival of material at destination branch the driver is to phone into branch and ask for unloading location.
- One parked in this location the driver is to stay in truck while destination location unload materials.
- Upon unloading of truck driver is called that he can exit location.
- Any discrepancies/locations must be communicated via phone or email

DELIVERY OF MATERIAL WITH COMPANY VEHICLE/TRUCK

- Packing slip are to be left on material and no signature of goods received is required. Any notes to receiving location should be noted on goods/packing slip.
- A picture of goods is taken upon being unloaded
- Material is to be unloaded without any contact.

LOADING OF 3RD PARTY TRUCK

- Driver to stay in vehicle and phone when ready for loading.
- Branch will advise of loading location.
- Branch staff will load truck with paperwork/BOL on goods.
- Driver can validate secure load after pulling out of loading location.
- Material is to be unloaded without any contact.

VENDOR DELIVERIES

- Driver is to stay in vehicle and phone when ready for unloading.
- Branch will advise of unloading location.
- Branch staff will unload truck and validate paperwork.
- Material is to be unloaded without any contact.

SAFETY ASSESSMENT

- Develop a form to be completed by those who enter company locations
- Include a disclaimer by company. For example: XYZ reserves the right to evaluate the potential for health and safety risks at company's discretion and deny access on any premises.
 - Include the following (Date, Name and Phone Number)
 - Certifying Statement
 - Yes/NO Questions regarding travel to and from a destination with a Travel Health Notice issued by the CDC with a Level 2 or 3 Warning for COVID-19. Include date returned to current location.
 - Yes/No Question regarding close contact with a confirmed or suspected COVID-19 case. Include last date in contact with individual.
 - Individual health question pertaining to basic symptoms. Include first and last date symptoms were presented.
 - Require a signature and date signed.
- Create a Company Evaluator section utilized by an assigned company representative. If an individual answer YES to any of the questions, a company must decide on how to proceed.
 - Include when the individual is cleared to return or be re-evaluated
 - Include where this information will be kept, if visiting will it be destroyed, kept on file, etc.

This information is provided as guidance; any and all information created for your organization should be evaluated by your appointed legal counsel. Other helpful resources include the Arizona Chapter Associated General Contractors of America – Coronavirus website – www.azagc.org

Additional resources with FAQ's for Employers:

The Families First Coronavirus Response Act FAQs: The FMLA Amendments and Paid Sick Leave Requirements of the New Law

<https://ogletree.com/insights/the-families-first-coronavirus-response-act-faqs-the-fmla-amendments-and-paid-sick-leave-requirements-of-the-new-law/>

Payroll Relief Under the CARES Act Softens the Financial Impact of COVID-19 for Employers

<https://ogletree.com/insights/payroll-relief-under-the-cares-act-softens-the-financial-impact-of-covid-19-for-employers/>