



# COVID-19 Work Plan Guidelines

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## COVID-19 SAFETY PLAN

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### 1. CORONAVIRUS PREVENTION

A. A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. There is currently no vaccine to prevent COVID-19. The virus is thought to spread mainly from person-to-person:

- i. Between persons who are in close contact with one another (within about 6 feet); and
- ii. Through respiratory aerosols/droplets produced when an infected person coughs or sneezes. Respiratory aerosols/droplets can be spread in the vicinity of the mouths or noses of people who are nearby. Aerosols/droplets can also be found on surfaces for various periods of time depending on many factors including the substrate, temperature, humidity and other factors.

B. What are the best/common infection control procedures recommended relative to the prevention and spread of COVID-19? According to the CDC, as well as OSHA, the recommended practices include:

- i. Individuals must stay home if sick, especially if suffering from flu-like symptoms (fever of 100°F or higher, and cough, sore throat, runny or stuffy nose, body ache, headache, chills, unusual fatigue, diarrhea or vomiting);
- ii. Washing hands frequently with soap and water for 20 seconds or with a hand sanitizer (that is at least 60% alcohol-based);
- iii. Avoiding touching nose, mouth and eyes;
- iv. Covering coughs and sneezes with a tissue, or upper sleeve. Dispose of tissues in no-touch trash receptacles;
- v. Wearing face protection (this may include appropriate commercial respiratory protection, surgical masks and other cloth face coverings).
- vi. Washing hands or use hand sanitizers after coughing, sneezing, or blowing nose;
- vii. Avoiding close contact with coworkers and others (keeping at least 6 feet apart);
- viii. Not shaking hands and always washing hands after inadvertent physical contact;
- ix. Maintain common surfaces (for example telephones, computer equipment, copiers, tables door handles, refrigerator handles) in a clean condition – using appropriate disinfecting solutions. (CDC List N) [www.epa.gov/pes.cide-registra.on/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pes.cide-registra.on/list-n-disinfectants-use-against-sars-cov-2) and including bleach wipes/bleach solutions. This should be done at least twice a day and more if warranted
- x. Not sharing coworker's phones, computer keyboards, tools and other personal property;
- xi. Avoiding group meetings as much as possible (taking advantage of web meetings, email, phone conferences);
- xii. Hold in person meetings outside if necessary.
- xiii. Limiting/prohibiting unnecessary visitors to the workplace; and
- xiv. Maintaining a healthy lifestyle (attention to rest, diet, lots of fluids, exercise, mental breaks).



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### 2. SYMPTOMS AND REPORTING

A. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 diagnoses. The following symptoms may appear 2-14 days after exposure (based on the incubation period of MERS-CoV viruses):

- i. Fever
- ii. Cough
- iii. Shortness of breath
- iv. GI tract symptoms
- v. Headache/Body aches

Individuals are expected to contact their primary care physician / medical care provider if they:

- vi. Develop symptoms and have been in close contact with a person known to or suspected to have COVID-19; or
- vii. Have recently traveled from an area with widespread or ongoing community spread of COVID-19.

B. If an individual develops emergency warning signs for COVID-19, it is imperative that the individual seek immediate medical attention. Emergency warning signs include but are not limited to:

- i. Trouble breathing
- ii. Persistent pain or pressure in the chest
- iii. New confusion or inability to arouse
- iv. Bluish lips or face

The list of identified warning signs is not all-inclusive. Individuals are encouraged to contact their primary care physician / medical care provider / Emergency Care provider to assess any symptoms that are concerning.

C. Any individual that develops symptoms, tested positive, or has come into contact with a suspected or confirmed case of COVID-19 must report this to their IWEISS project manager immediately/as soon as possible. The IWEISS project manager will report this to the Project representative immediately upon being notified by their employee.

### 3. RISK MITIGATION STRATEGIES

A. Ensure that every staff worker understands, follows and enforces the necessary steps to prevent the spread of COVID-19.

B. If needed, develop additional strategies on the Project to mitigate the risks of transmitting or contracting the disease. Strategies are derived from workplace recommendations of the CDC, DOH, NYSDOH, and OSHA. The general approach is: Education and Prevention. Summarized text of the strategies follows on next page:



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### i. Education

- a. IWEISS shall instruct their employees of COVID-19 symptoms, prevention measures, and restrictions on the Project.
- b. Project Manager shall perform a Job Hazard Analysis (JHA) specific to COVID-19.
- c. Field Foreman shall dedicate a 'Toolbox Talk' to COVID-19.
- d. IWEISS provides material dedicated to COVID-19 and Foreman shall continue to make the subject a point of conversation every day.

### ii. Prevention

#### a. Wellness

- Workers must complete the 5-question screen check every day before coming to work.
- Workers must review posted signage/handouts that mandate workers to self-screen before coming to work and any additional COVID-19 prevention
- Workers will review and practice proper cough and sneeze etiquette
- IWEISS will make best efforts to confirm the project will provide appropriate and adequate sanitary and washing facilities. These facilities will be maintained and cleaned daily.
- Workers will review and practice hand hygiene and washing protocols.
- Workers will review and practice face protection requirements

### D. Social Distancing

- Always maintain six (6) feet of separation between personnel
- No meetings inside any trailers/shanties
- Utilize virtual meeting capabilities or phone conferencing whenever possible
- Start, break and lunch hours will be staggered.
- Do not share lunch hours with other personnel
- Limit the number of people traveling in hoists or elevators at one time so that social distancing may be maintained.
- If mandated, follow the use of alternate up and down stairs where the height of the project does not practically prohibit this.
- No more than one worker is allowed in the typical 10'x10' office or huddle room.
- No more than ten workers are allowed in a single area of the building at a given time. Areas are generally defined by natural geographic borders within the site or any area that is less than 400 square feet in size.

### E. Sanitization

- Workers will wash hands regularly with water and soap.
- No communal food is allowed on the project.
- No communal drinking water is allowed on the project
- Each Worker is responsible for the daily removal of all debris (and placement of debris into the provided dumpsters); organization of remaining materials; and broom sweeping of work areas.



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- Each Worker will be responsible for cleaning and disinfecting their own tools and other equipment with appropriate disinfecting agents (commercially available materials as listed on EPA list and/or Bleach disinfecting solutions.)
- No communal drinking water is allowed on the project.

### F. Working in Proximity

- If necessary, temporary barriers may be erected as necessary and where practical to separate workers from non-staff employees that must work in proximity (ex. scissor lifts/ in the same room).
- Workers will work at different levels in the same room as necessary and where practical (ex. worker in scissor or aerial lift and worker at ground level).
- Workers should use mechanical assist devices wherever possible to limit the number of workers needed to do the task.
- Workers will carefully assess jobs tasks and prepare for and fabricate parts as far as practical in advance before entering a work area with other workers.
- All common equipment is to be sanitized between each worker and at the end of the day. This may include heavy equipment, scissor lifts, aerial lifts, and similar equipment. Guardrails, controls and other surfaces should be included.

## 4. PROJECT REQUIREMENTS

### A. Wellness

Emphasis on the need to stay home when sick and the importance of proper hygiene.

- i. Review posted signage/handouts that mandates workers to self-screen before coming to work
- ii. Review proper cough and sneeze etiquette
- iii. IWEISS will make best attempts to provide appropriate and adequate sanitary conditions.
- iv. Review hand hygiene and washing protocols.
- v. Review face protection requirements.
- vi. The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath, etc.) and/or fever (100.4° F [37.8° C] or greater using an oral thermometer) upon arrival to work or who become sick during the day be separated from other workers and be sent home/to seek medical help immediately.
- vii. At discretion, IWEISS or the Project may require any worker to affirmatively state he/she is fever free before entering the site or may implement a temperature taking and screening protocol at the project.

### B. Personal Protective Equipment

All workers must utilize the following equipment when on the project:

- i. Hard Hat
- ii. Safety glasses/Face Shield as appropriate



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- iii. Ankle high safety toed shoes
- iv. Reflective outer clothing
- v. Face covering up to and including respiratory
- vi. Cut 4 gloves with disposable outer gloves as appropriate

### C. Notifications

In addition to the requirement that workers are instructed to notify their supervisor and stay home if they are sick, IWEISS shall provide immediate notice to Project if anyone on the IWEISS field staff has:

- i. Tested positive for COVID-19;
- ii. Encountered someone known to have tested positive for COVID-19 or exhibiting symptoms consistent with COVID-19;
- iii. Been sent home (or who did not come to the Project) because they have symptoms of COVID-19 illness, fever, and any other symptom consistent with COVID-19; or
- iv. The project team will follow the guidance for assessing the specific action circumstances to determine next steps, reporting to the COVID-19 hotline, and any further notifications and specific cleaning and disinfecting.

## 5. CLOSING

A. The Work Plan is based on what is currently known about the COVID-19 disease. The information and guidance were obtained from the CDC, DOH, New York State Department of Health (NYSDOH), and OSHA. As the issue progresses or recedes, the Work Plan will be updated accordingly. The guidance and requirements are being implemented by on a company-wide basis. Follow all direction given by the CDC, DOH, NYSDOH, OSHA, and Local, State and Federal Agencies. We encourage that all individuals stay informed. The CDC's website is being continually updated daily ([www.cdc.gov/hcov](http://www.cdc.gov/hcov)) with revised / updated information and advice.

B. We remain committed to an incident and injury-free workplace. We will continue to enforce all regular safety requirements of each Project and emphasize those provisions that exceed OSHA standards. In our daily approach to work, we ask that all workers consider the healthcare professionals and system that are overburdened as a result of the pandemic. Additional Safety diligence towards our work actions will not only prevent personal injury but ensure that resources may be devoted to treatment of individuals afflicted by COVID-19.



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### Appendix A – Steps to Start / Restart of Project

1. Follow the project start up guidelines, as applicable.
2. Plan for safety re-orientation to include COVID 19 guidelines and updated Code of Safe Work.
3. Each worker will be distributed a COVID 19 Screening Questionnaire to complete and submit to each day.
4. Secure additional PPE as required:
  - a. Safety vests
  - b. Hard hats
  - c. Work gloves
  - d. Safety Glasses/goggles
  - e. Face Covering (mask)
  - f. Disposable gloves
  - g. Face shields (when required)
5. Review and Secure project signage/first aid kits and AED's:
  - a. COVID 5 question check hand out
  - b. Regular non-negotiable and other appropriate safety info
  - c. Ensure First Aid kits are up to date
6. Order the following supplies to support COVID prevention and social distancing:
  - a. Danger Tape
  - b. Caution Tape
  - c. Cleaning and disinfecting supplies
  - d. Hand sanitizers
7. Review Project Safety Plan.
8. Review Project COVID Project Plan with staff.
9. Request from subcontractors, if present, an updated Safety and Health Plan and review.
10. Review Emergency Response Plan.



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### Appendix B - Practices

#### Prior to Arrival on Site

- When possible, avoid public transportation. When avoidance is not possible, ensure all measures are taken to reduce potential exposure and transmission.
- Avoid touching surfaces and maintain 6'-0" distance from other commuters.
- While not required by IWEISS, it is highly recommended that a mask or other face covering is worn while in public.
- It is expected that if you show any signs of COVID-19 or other illness you will not report to the site and put others at potential risk. If you feel ill or display symptoms of COVID-19, please notify your Project Manager immediately. If you begin to display symptoms during the work day, you will be asked to leave for the day. Many job sites will require your temperature is taken prior to entering work for the day. It is expected you will comply with all site-specific requirements. If you do not feel comfortable with any requirements, please discuss with your Project Manager prior to the work day.

#### DO NOT report to work if:

- You have had a fever in the last 24 hours over 100.3 degrees
- You have been in close contact with a person diagnosed with COVID-19
- You have been directed to self-quarantine by a medical or public health representative.

### Appendix C - Foreman Responsibilities

During this time, we ask that the foreman review proper social distancing with the crew at the start of each day. It is during this time that each installer confirm with the foreman that they are able to work, per the requirements listed above. Additionally, the foreman should coordinate with the PM prior to site mobilization to ensure tool pack for the project is optimal for both efficiency and minimization of tool sharing.





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## Code of Safe Practices

Each individual working on this project will be required to attend a safety orientation meeting at the start of their assignment. At the conclusion of the meeting, each will be required to sign a Code of Safe Practices as follows, indicating their agreement to follow that Code while on the Project.

IWEISS Employee Name:

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I agree to abide by the following Code of Safe Practices while on this project:

1. To assist the project in being incident and injury free. Likewise, I have the right to discuss safety issues with employer and other trades (regardless of trade jurisdiction or craft) and to stop work at any time if I feel there is an unsafe condition to me or others.
2. I understand there are above OSHA requirements in the Project Safety Plan and I will abide by those requirements.
3. I will work in a safe manner, protecting myself and others, and will report observed hazards to my supervisor. If not addressed, I will further report these hazards to IWEISS main office.
4. I will dress appropriately for the project, wearing a long or short-sleeved shirt, long pants, reflective high visibility clothing and/or vest and safety toe (a.k.a. steel toe) footwear with substantial soles.
5. I will use personal protective equipment as required by my trade and will always wear a hard hat and safety glasses.
6. I will abide by the six-foot fall protection rules, including use of harnesses where required.
7. I will park only in designated areas.
8. I will only smoke or use tobacco products in designated areas.
9. I will eat only in designated areas and dispose of trash in proper containers.
10. I will not use any intoxicants or other controlled substances on the project.
11. I will report all injuries and accidents involving persons or property.
12. I will not bring any weapons onto the site.
13. I will conduct myself in a professional manner and not engage in any violence, horseplay, practical jokes, or other behavior obnoxious to the general public. I will not harass anyone else on site or any member of the public, sexually or otherwise. I will not bring onsite or write or draw any sexually explicit materials.
14. I will not use any headset-type radios, music players, personal televisions, or other personal entertainment devices on site.
15. I will not use my cell phone in work areas, around heavy equipment or while engaged in work activities. If I must use a cell phone I will do so in safe areas.
16. I will comply with the security procedures established throughout the project for entrance to the site.
17. I will comply with all site COVID-19 (Coronavirus) prevention policies. I understand that failing to follow these policies may result in verbal warnings, written warnings, suspension, and/or permanent removal from site.



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**Infractions include – but are not limited to:**

- a. Not adhering to CDC, OSHA, local and COVID 19 prevention rules and policy.
- b. Not maintaining a minimum safe distance of six (6) feet from other site personnel.
- c. Failure to wash hands after using restroom.
- d. Disobeying verbal or written safety orders from or my supervisor.
- e. Failure to clean up and dispose of trash and debris properly.
- f. Failure to always utilize proper PPE.
- g. Failure to report any health issues prior to coming on to the job site.
- h. Failure to abide by social distancing rules.
- i. Tampering with PPE or any provided supplies, hand sanitizers, hand wash stations, or restroom areas.
- j. False reporting of positive COVID-19.

**Subcontractor Worker Acknowledgment**

I have received and understand site requirements related to safety, COVID-19 (Coronavirus) and other infectious diseases. I agree to abide by these requirements.

**IWEISS Field Staff (Print):** \_\_\_\_\_

**IWEISS Field Staff (Signature):** \_\_\_\_\_

**DATE:** \_\_\_\_\_