

SUPERINTENDENT AND JOBSITE READINESS CHECKLIST

1. **PPE REQUIRED ON ALL JOBSITES (HARDHAT, EYE PROTECTION AND MASK OR PLASTIC FACE SHIELD)**
2. **SUBCONTRACTOR RESPONSIBLE FOR ALL COVID-19 PPE FOR THEIR EMPLOYEES ONSITE**
3. **Every Worker/Visitor Every Day needs to fill out Self-Screening Acknowledgement** and take photo of document. Person filling out form drops into bin or box. Photo of document added to Daily Log on Sage CPC.
EVERY VISITOR (CLIENT REPRESENTATIVES, MALL EMPLOYEES, INSPECTORS, DELIVERY PERSONNEL, ARCHITECTS/ENGINEERS, ETC) MUST FILL OUT ACKNOWLEDGEMENT AND HAVE A MASK)
4. **Every morning run a mandatory Covid-19 Safety Meeting** going over Jobsite Practices
 - Ask if anyone onsite feels unsafe on the jobsite
 - Ask if there is anything else needs to be done differently
5. **Post Posters/Signage and all COVID-19 SITE Policies** at front door and other visible areas.
6. **Keep Non-Contact Thermometer** available for testing as needed
7. **Keep Hand sanitizer** at entrance and on Blueprint table
8. **Send Photos at Start of Job Showing Safety Measures** in Place. Job Can't start till measure photos are received.
9. **Remove Trash Receptacles Daily**, one needs to be by front door and all hand sanitizing and washing stations
10. **Anyone that shows Covid-19 Symptoms ask to leave the job.** Make sure an Osha 300 is filled out and sent to office.
11. **Regularly Clean and Sanitize High Risk or Regularly used Areas.** Restrooms, Blueprint Table, ETC
12. **Each Major Contractor Needs Separate Blueprints.** Try to limit access to JBC plan table and Blueprints.
13. **We need to stagger subcontractors by trade.** When scheduling please have only one primary subcontractor onsite at a time. (Ex: Drywall Primary Sub onsite with 5 guys and Electrical has one) Have them work in different areas of space and try to stagger work hours/shifts.

COVID-19 List of PPE Available Onsite for workers/Visitors

Masks

Hand Sanitizer for every exit and plan table

Soap if Restroom is Accessible or have Wash Station

Non-Contact Thermometer

Copies of Jobsite Safety Practices

Disposal Gloves

Spray Disinfectant Bottle and Disinfectant

COVID-19 SITE POLICY

Updated: April 17, 2020

JOBSITE PRACTICES

- **PPE REQUIRED ON ALL JOBSITES (HARDHAT, EYE PROTECTION AND MASK OR SHIELD)**
SUBCONTRACTOR RESPONSIBLE FOR ALL COVID-19 PPE FOR THEIR EMPLOYEES ONSITE
- Communicate key CDC recommendations and post [signage/posters](#) on jobsite. Recommendations for signage attached or can be provide by office. **(Post [signage/posters](#) at the entrance of jobsites and other visible areas.)**
- When specifically required by the project owner or authority having jurisdiction, supervisors shall have all employees complete the Questionnaire as attached and update/initial daily prior to start of work on the jobsite. Follow the instructions at the bottom of the Health Questionnaire to determine employee access to the jobsite.
- **Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.**
- Provide soap and water and alcohol-based hand sanitizers in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizers in multiple locations or in conference rooms to encourage hand hygiene.
(Wash Hands after using Restroom, Before and After Lunch, Touching Garbage)
- Do not congregate in lunch areas.
- Do not share tools.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used PPE is disposed of properly.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Provide routine environmental cleaning as determined necessary on Jobsite
- Make efforts to coordinate trades to ensure that they are not working in close proximity to each other.
- Utilize disposable hand towels and no-touch trash receptacles.
- Provide additional/increased sanitation (disinfecting) of portable toilets where applicable.
- Increase professional cleaning staff to sanitize common areas on a more frequent basis.
- Increase the number of handwashing and/or sanitizing stations on the jobsite
- Maintain timely communication with all Project Partners on all items regarding Jobsite/Office Practices.
- **We will stagger subcontractors by trade.** When scheduling we will have one primary subcontractor onsite at a time. (Ex: Drywall Primary Sub onsite with 5 guys and Electrical has one) Subs will be asked to work in different areas of space and try to stagger work hours/shifts.

PERSONAL RESPONSIBILITIES OF INDIVIDUALS ONSITE

- We consider it mandatory that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue, and who may have been in contact with somebody with any of the above symptoms. Individuals should seek medical attention if they develop these symptoms.
- If anyone on-site is being tested for or has tested positive for COVID-19 the subcontractor should notify the Superintendent for your project immediately. The employee should not return to the job site.
- If anyone on-site is well but has a family member at home with COVID-19, the subcontractor should notify the Superintendent for your project immediately. The employee should not return to the job site.
- If anyone on-site is confirmed to have COVID-19, the subcontractor should notify the Superintendent for your project immediately. The employee should not return to the job site.

For all cases listed above the following steps will be taken:

- Shut down site/area and clean/sanitize
- Identify co-workers who may have been exposed
- Inform affected employees while maintaining ADA/HIPAA compliance and confidentiality – recommend speaking to a healthcare professional and self-quarantine for at least 14 days

SOCIAL DISTANCING

- Do not host large group meetings. CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6-foot distance between people. Perform meetings online or via conference call whenever possible.
- No hand-shaking and other contact greetings.

MANAGING SICK EMPLOYEES

- Actively demand that sick employees stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. And reported on OSHA 300

JOBSITE CLOSURE AFTER POSITIVE TEST

- Notify all site personnel immediately work site is closed and provide support to leave work calmly and safely.
- Anyone in direct contact with exposed person must be home quarantine for 14 days or until cleared by medical professional.
- Anyone not in direct contact with exposed person may not return to work until reasonably confident or through medical clearance they did not contract Covid-19
- Contractors must not return to jobsite until given the all-clear from James M. Barb Construction, Inc
- Contact local health authorities for further investigation/testing and local procedures regarding positive test
- Communicate with any vendors/subcontractors/clients of temporary closure
- Closure of project minimum 3 working days

PROJECT START-UP FLOORING CLOSURE

- Decontamination of all areas on jobsite per CDC Guidelines for disinfection
- After Minimum 3 working days and decontamination all Non-Infected, Non-exposed, symptom free employees can return to work pending self-acknowledgment screening
- Communicate expectation prior to anyone showing back to the jobsite
- Infected person may not return until released by a medical professional

GOVERNMENT RESOURCES

- Federal agency partners and health organizations. [COVID-19 Frequently Asked Questions](#) o
- The Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) continue to monitor closely the emergence of COVID-19. The severity of the continued spread of this virus is still unknown, but there has been a dynamic and rapidly increasing government response at the local, state and federal levels over the past few days. Although the risks posed by the continued spread of COVID-19 are potentially significant and continuously evolving, our collective teams are incredibly talented at managing these types of difficult situations to protect our projects' interests.
- We will implement General Practices to mitigate the spread to the greatest extent possible, we need your help in driving these similar practices within your organizations, so we can partner to make every effort possible to mitigate the threat of COVID-19 on our projects.
- CDC Posters and Signage.
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

Self Screening Acknowledgement

In an effort to reduce the risk of COVID-19 exposure, all persons working on-site must complete the following screening form and return to their foreman/company representative daily:

Date: _____

Print Name: _____ Phone Number: _____

Company Name/Subcontractor: _____

Job Site Location: _____

	YES	NO
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		
Have you been in close contact with any person(s) who have been asked to self-quarantine since March 1, 2020?		
Have you or anyone in your family traveled outside of North America in the past 14 days?		
Have you or anyone in your family been in close contact with any person(s) who have traveled outside of North America in the last 14 days?		
Have you or anyone in your family been in contact with any person(s) who has tested positive for COVID-19?		
Have you or anyone in your family been in contact with any person(s) who is in the process of being tested for COVID-19?		

Anyone answering yes to any of the above questions will not be permitted access to James Barb Construction’s job site.

Signature: _____ Date: _____

❖ **BY SIGNING YOU ALSO ACKNOWLEDGE REVIEW OF JBC COVID-19 SITE POLICIES**

Note:

A change in status for any employee based on the above is to be communicated immediately to the James Barb Construction Representative by phone while maintaining ADA/HIPAA compliance and confidentiality. The employee should not return to the Site.

These forms should be reviewed and kept on file; the information gathered should be used to provide James Barb Construction with the daily foreman report. James Barb Construction reserves the right to audit the self-screening forms upon request.

DAILY FOREMAN REPORT OF EMPLOYEES STATUS

I _____ as a representative of _____ confirm that the employees listed below have read the COVID-19 Job Site Practices provided by James Barb Construction and have completed the daily self-screening form and are approved to work on-site today, _____/_____/2020.

Please use first initial followed by last name for the employees listed below.

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

If the status changes for any of the employees listed above, I will notify the designated James Barb Construction Representative immediately while maintaining ADA/HIPAA compliance and confidentiality.

If the status change occurs during the workday, the employee will be removed from the site immediately.

Signature: _____ Date: _____

Note:

The Self-Screening forms should be reviewed and kept on file; the information gathered should be used to provide James Barb Construction with the Daily Foreman Report. James Barb Construction reserves the right to audit the Self-Screening forms upon request.