



COVID-19 Field Operations Guidance
March 26, 2020
STU 82000-206224A
Holbrook Ave, City of Hamtramck
FCC Project # 19066

Personal Responsibilities

- It is critical that individuals **DO NOT** report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
- Individuals should seek medical attention if they develop these symptoms.
- Contact your foreman to make the company aware of any changes in medical status. The foreman will then contact the Safety Director, Matt McClintick at 517-897-1726 to communicate changes to management.

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.
- Limit the number of people on a jobsite to the best of abilities.
- Avoid hand-shaking and other physical contact greetings.

Jobsite / Office Practices

- Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
 - [How to protect yourself](#)
 - [COVID-19 Frequently Asked Questions](#)
- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Instruct employees to clean their hands often with soap and water for at least 20 seconds. When washing is not possible, use of alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative.

- Provide soap and water and alcohol-based hand sanitizers (with an alcohol content of 60-95%) in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizers in multiple locations and conference rooms to encourage hand hygiene.
- 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, disposable PPE is disposed of properly.
- Utilize disposable gloves if required for the task; 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.
- Sanitize surfaces, such as doorknobs, keyboards, counters, and other surfaces.
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Advise workers as a best practice to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
- Don't stack trades if possible. (The stacking of trades describes project conditions where multiple tradespeople are working simultaneously in a single work area. Stacking creates congestion and crew interference and can also negatively affect productivity.)
- Utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

Managing Sick Employees

- **Actively encourage sick employees to 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.
- Communicate your company's Human Resources practices for managing sick time related to COVID-19.

