

## COVID-19 Transmission and Prevention Guidelines for Contractors

Contractors should incorporate COVID-19 transmission and prevention into all job hazard analyses and safety planning. Contractors should ensure they incorporate CDC recommendations and continually check for updated interim guidance for business and employers at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

### Worker responsibilities

- Employees need to take steps to protect themselves. Consult the CDC's [How to Protect Yourself](#).
- If employees have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath), they must stay home and not come to work until free of symptoms for at least 72 hours, without the use of medicine, or as recommended by the CDC's [What To Do if You Are Sick](#).
- If employees are sick, they must notify their supervisors and stay home. If they develop symptoms of acute respiratory illness, they must seek medical attention.

### Social distancing

- Limit work in occupied areas to only those tasks that are strictly necessary.
- Limit physical contact with others. Direct employees to increase personal space to at least six feet where possible.
- When possible, limit out-of-office meetings and replace them with phone or online meetings.
- Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time to fewer than 10 people.
- Subcontractor foremen and project managers should communicate with their general contractors about prohibiting large gatherings (currently no more than 10 people) on the job site, such as the all-hands meeting and all-hands lunches.

### Personal protective equipment (PPE)

- **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.
- **Eye protection:** Eye protection should be worn all times while on site.
- **Face masks/Coverings:** For the protection of City employees and contractors, face coverings are required while in City Facilities and should include multiple layers of fabric, fit snugly against the side of the face, be secured with ties or ear loops, and allow breathing without restriction.

### Sanitation and cleanliness

- Promote frequent and thorough hand washing with soap and running water for at least 20 seconds. Employers should also provide hand sanitizer when hand-washing facilities are not available. Consult the CDC's [When and How to Wash Your Hands](#).
- All workers should wash their hands often, especially before eating, smoking, or drinking, and after blowing their noses, coughing, or sneezing. They should refrain from touching their faces.
- All sites should have hand-washing stations readily available to all workers. If you have a large site, get a hand-washing station from your portable job site toilet provider.
- Providing hand sanitizer is acceptable in the interim between the availability of hand-washing facilities.
- All workers should wash their hands before and after entering any workspace, as well as regularly and periodically throughout the day.

- Some job sites may have access to hot water for hand washing. If this is an option, please get permission from the facility owner to use their sink and disinfect frequently.
- If on a remote project, fill an Igloo-type water cooler with water (hot water, if available) and label it “hand washing only.” This is a good option for vehicles, too. The CDC has [posters](#) and [fact sheets](#) available for posting.
- Subcontractor foremen and project managers should communicate with their general contractor about what steps the general contractor is taking to provide adequate sanitary/handwashing facilities on the project.
- Disinfect frequently touched surfaces within the workplace multiple times each day. Consult the CDC’s [Clean & Disinfect](#).
- Disinfectant wipes should be available and used to periodically wipe down each day any surfaces (doorknobs, keyboards, remote controls, desks, etc.) that are commonly touched.
- Portable job site toilets should be cleaned by the leasing company at least twice per week (disinfected on the inside). Double check that hand sanitizer dispensers are filled – if they are not, fill them. Frequently touched items (door pulls and toilet seats) should be disinfected frequently, ideally after each use.
- Job site offices/trailers and break/lunchrooms should be cleaned at least twice per day.
- Employees performing cleaning must be issued proper PPE, such as nitrile gloves and eye or face protection as needed.
- Maintain Safety Data Sheets (SDS) for all disinfectants on site.
- Employers should provide tissues and encourage employees to cover their noses and mouths with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Consult the CDC’s [Coughing & Sneezing](#).
- Any trash from the trailers or the job site should be changed frequently by someone wearing gloves. After changing the trash, employees should throw the gloves away and wash their hands.