

SCDOT Contract ID: \_\_\_\_\_

## **Joint Workforce Safety Plan: COVID-19**

### **Efforts the Transportation Industry is Taking to Stop the Spread of COVID-19**

Our partners expect all parties involved in the delivery of transportation projects to abide by the guidelines issued from the Centers for Disease Control and Prevention (CDC) and the South Carolina Department of Health and Environmental Control (SCDHEC).

All partners have restricted travel, in-person meeting, limited the number of people at work in the office and project sites, and instituted numerous policies to help avoid the spread of COVID-19.

Below are precautions required by all our project partners:

#### **Employee Wellness:**

- If an employee is sick or has any COVID-19 symptoms like fever, coughing, or shortness of breath — STAY HOME.
- “High Risk” Employees such as those with chronic diseases, respiratory disorders, immunodeficiency, or pregnant will be given the opportunity to discuss alternate work arrangements/duties with their HR Manager or take leave according to their company policies.
- For guidance on confirmed positive tests for COVID-19, refer to the most recent version of the “COVID-19 Guidance for Employees/Leadership on SCDOT Projects” located on last page of this plan.
- 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.

#### **Hygiene:**

- Clean hands often by washing with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
- Avoid touching your eyes, nose, mouth, or other parts of your face.
- Do not breathe, cough, or sneeze on another person or into the open air. Employees should cover their noses and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

#### **Cleaning/Disinfecting:**

- Wash stations and/or hand sanitizer will be provided on each project site and use is

required for all employees.

- Clean frequently touched surfaces and objects with disinfectants at a minimum of once per day.
  - Office/buildings: (door knobs, light switches, phones, computers/keyboards, copy machines, elevator buttons, toilets, faucets, sinks, countertops, paper towel dispensers, desktops, handrails, folders, vending machines, counters, tables, cabinets/knobs, etc.).
  - Shop Yard/Jobsite: (vehicle/equipment door handles, keys, gear shifts, steering wheel/operator controls and levers, fuel pump dispensers, etc.
- Sanitize/Disinfect facilities and work areas after persons suspected/confirmed to have COVID-19 have been in the facility or work area.
  - It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area if possible. Wait up to 24 hours before beginning cleaning and disinfection if possible.
  - Cleaning staff should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces.

**General:**

- Increase communication measures between all parties regarding schedule, daily activities, etc. to reduce/minimize worker exposure. Minimize on-site personnel such as subcontractors, work crews, QC personnel, and inspection staff to those required for that day's activities. If work is postponed or cancelled, immediately notify appropriate parties.
- Practice "social distancing" whenever feasible. All personnel have the responsibility to remind each other to stay 6 feet or more apart.
- No communal coolers or drink stations are allowed.
- Do not congregate at lunch or breaks. Bringing your lunch is encouraged.
- First line of communication should be by phone, rather than in-person.
- Use of video conferencing/conference calls will be the preferable method for conducting meeting. If an in-person meeting is absolutely required and cannot be rescheduled or attended remotely, the meeting is limited to a maximum of 10 people while maintaining social distancing of 6 feet or more.
- Do not shake hands.
- Do not share iPads, tablets, pens, or clipboards for signing or any other purpose. Take pictures as proof of attendance at meetings.
- Sharing of Personal Protective Equipment (PPE) is strictly prohibited.

- Vehicles, Equipment, and Tools
  - Limit the number of people riding in a vehicle together.
  - Wipe down and disinfect vehicles after each trip.
  - As much as possible, do not share tools or equipment. If a tool or piece of equipment must be shared, the parts of it that are touched should be sanitized between uses.

**Return to Work:**

- In accordance with CDC guidance, the following criteria must be followed for an employee with a positive test result to return to work:
  - At least 14 day from positive test notification; **and**
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  - At least 7 days have passed since symptoms first appeared.

**Additional Resources:**

- SCDHEC Website for Telehealth Virtual Care Providers offering free access to anyone experiencing COVID-19 symptoms in South Caroline
  - <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/telehealth-virtual-care-providers-covid-19>
- OSHA Guidance on Preparing Workplaces for COVID-19
  - <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19>
- <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

All parties agree to the requirements of this plan in order to keep working on this construction project. If an individual partner does not agree to the requirements above, they will not be allowed to work on the project. Repeated violations or required materials (cleaning supplies, sanitizer, PPE, etc.) not being available will result in either the violating entity not being allowed to continue work or all work ceasing as determined by the SCDOT RCE and prime contractor.





**Points of Contact**

**SCDOT**  
Name: \_\_\_\_\_

**Prime Contractor**  
Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

| COVID-19 Guidance for Employees/Leadership on SCDOT Construction Projects                                |   |   |   |   |
|--|---|---|---|---|
| Confirmed Positive (+) Test  |   | Safety/Leadership Direction   |   |   |
|  |   | Primary Employee  | Crew / Work Group<br><i>Exposure within 6' and longer than 10 minutes</i>   | Project Site<br><i>No exposure within 6' and longer than 10 minutes</i>   |
| <b>Employee</b>  |    | Employee required to notify supervisor<br><br>Employee sent home  | Prime Contractor/RCE advises of (+) test*<br><br>Co-workers & exposed personnel sent home to satisfy the 14-day isolation period<br><br>Sanitize work area/equipment/tools                | Advise of (+) test *<br><br>Unexposed site personnel may continue onsite work or follow their company policy to satisfy the 14-day isolation period<br><br>Continue hygiene & disinfecting measures |
| <b>Direct Contact</b><br><i>Interaction with an infected person within 6' and longer than 10 minutes</i> |    | Employee removed from project site and follows their company policy to satisfy the 14-day isolation period  | Advise of (+) test *<br><br>Site personnel may continue onsite work or follow their company policy to satisfy the 14-day isolation period<br><br>Continue hygiene & disinfecting measures | Continue hygiene & disinfecting measures  |
| <b>Secondary Contact</b>   |    | Employee may continue onsite work or follow their company policy to satisfy the 14-day isolation period<br><br>Continue hygiene & disinfecting measures                                     | Continue hygiene & disinfecting measures  | Continue hygiene & disinfecting measures  |
| <b>Two or more Persons Removed from Contact</b>  |  | Continue hygiene & disinfecting measures  | Continue hygiene & disinfecting measures  | Continue hygiene & disinfecting measures  |
| <b>* Notification Protocol</b><br><i>(Comply with HIPAA &amp; ADA confidentiality requirements)</i>      | SCDOT or FHWA Representative Tests (+)  | SCDOT RCE notifies prime contractor's PM, FHWA, & CEI or testing consultant firms working for SCDOT<br><br>Prime contractor notifies other contractors and suppliers with exposed employees |   |   |
|  | Contractor or Supplier Employee Tests (+)   | Prime contractor notifies SCDOT RCE and all other contractors and suppliers with exposed employees<br><br>SCDOT notifies FHWA and any consultant firms working for SCDOT                    |   |   |