A picture containing drawing

Description automatically generated

**Model COVID-19**

**Return to Work**

**Exposure Control Plan**

*(Revised August 2020)*

A picture containing object, filled, group, skiing

Description automatically generated



A picture containing drawing

Description automatically generated

This document is meant as a ***guideline*** to assist in developing one or more *COVID-19 Return to Work Exposure Control Plans* for an individual company or specific jobsite. The purpose of developing a plan is to help protect employees from exposure to COVID-19 and comply with local COVID-19 related requirements as the crisis abates and businesses return to work. To develop an effective plan using this model, one must carefully tailor it, including incorporating critical industries requirements, state and local ordinances, and jobsite-specific applications. Over time, the information and recommendations contained in this document may change. Therefore, users must continuously monitor COVID-19 developments and update each plan accordingly.

For implementation under a collective bargaining agreement, employers are encouraged to consult their labor counsel and/or their multiemployer bargaining agent, and then to notify the bargaining unit workers' union representative regarding the terms of the plan prior to implementation.

Instructions:

1. Determine what is mandated in your plan by your local *Critical Industries Requirements.*
2. Determine what is mandated in your plan by the owner, GC, CM, etc., including whether it will be a general company plan or a site-specific plan.
3. Evaluate the most current, applicable CDC guidelines.
4. Read through the entire model plan and fill in the spaces as prompted by the yellow highlights. Be sure to remove each highlight.
5. Delete everything in the model plan that does not apply. For example, if you are developing a site-specific safety plan and the work there does not include exposure to human waste/sewage, delete all references to that subject.
6. Remove all statements that your company is unable/unwilling to support, and

add any necessary information that is not included in the model plan.

1. Revise the table of contents accordingly and place your company letterhead on the cover of your new plan.

***DISCLAIMER:*** *The following document is a template that all users should review carefully and tailor to their individual locality and jobsite-specific applications. It is not intended to provide exhaustive treatment on COVID-19 return to work exposure control planning or any other subject. It should never be used as a substitute for reading and complying with the most current, applicable federal, state, and local regulations, standards, codes, and guidelines. Further, the document is not intended to provide legal advice. Users must make independent determinations regarding the need for legal*

*assistance.*

**<COMPANY LETTERHEAD>**

**<Company> COVID-19 Return to Work**

**Exposure Control Plan**

**OR**

**<Company> Site-Specific COVID-19 Return to Work Exposure Control Plan for <Jobsite Name>**

<Date Last Revised>

<Company>

<Jobsite Name and Address>

<Project Manager’s Name and Mobile Phone Number>

<Foreman’s Name and Mobile Phone Number>

<Lead COVID-19 Response Team Member’s Name and Mobile Phone Number>

<2nd COVID-19 Response Team Member’s Name and Mobile Phone Number>

<Backup COVID-19 Response Team Member’s Name and Mobile Phone Number>

This <company> *COVID-19 Return to Work Exposure Control Plan* addresses key concerns, including CDC and OSHA concerns regarding employee exposure to COVID-19 and protective measures recommended to help control employees’ exposure to the virus. Specifically, <company> is implementing this <site-specific> *COVID-19 Return to Work Exposure Control Plan* to help protect the following from contracting and/or spreading COVID-19:

* Our employees;
* Our employees’ families;
* Employees from other trades and their families;
* All others working on the jobsite;
* Visitors on the jobsite; and
* The public in proximity to the jobsite.

<Lead COVID-19 Response Team Member> is responsible for:

* Drafting the initial plan;
* Obtaining approval of the plan from <CEO>;
* Reviewing and making changes to the plan regularly as needed;
* Obtaining approval of changes made to the plan from <CEO>; and
* Ensuring that all affected employees receive the proper training on the initial plan and are properly informed about all subsequent changes to the plan.

**TABLE OF CONTENT****S**

Jobsite Screening Prior to Initial Return to Work 5

Employee Confidentiality 5

Employee Screening Prior to Initial Return to Work 5

Daily Pre-Start Employee Screening 6

Infected Employees and Potentially Infected Employees with Symptoms 7

Employees Without Symptoms Who Have Been Exposed Through Close Contact 9

Visitors 9

Access Control for Materials Delivery, Shipping, Receiving, etc. 10

Jobsite Communication 10

Training for Supervisors and All Other Affected Employees 11

Personal Health and Hygiene 11

Social Distancing 12

Unsafe or Impractical Social Distancing 12

Cloth Face Coverings and Surgical Masks 12

For Applications Where Cloth Face Coverings or Surgical Masks Are Not Appropriate 13

Shortage of N95 and N95 Type Respirators 13

Infection Control PPE For Individuals Taking Body Temperatures 14

Infection Control PPE (For Lower Risk Construction, Service, and Fab Shop Employees Able to Maintain Appropriate Social Distance) 14

Infection Control PPE (For Lower Risk Construction, Service, and Fab Shop Employees When Social Distancing Requirements Must be Temporarily Suspended) 15

Infection Control PPE (For Employees Handling Human Waste or Sewage) 15

Infection Control PPE (For Employees Near Plumbing Vents, HVAC Equipment and HVAC Exhaust Fans/Exhaust Ports) 16

Infection Control PPE (For Daily Jobsite Surfaces Disinfection) 16

Infection Control PPE (For Employees Cleaning and Disinfecting Tools) 17

Infection Control PPE (For Cleaning and Disinfecting Contaminated Work Areas) 17

Daily Jobsite Surfaces Disinfection 17

Tool Cleaning and Disinfection 19

Contaminated Work Area Cleaning and Disinfection 20

Decontamination of PPE 21

Subcontractor Requirements 22

Jobsite Screening Prior to Initial Return to Work

Prior to the initial return to <jobsite name>, <lead COVID-19 response team member name> is responsible for sending <company> COVID-19 jobsite screening questionnaire to <customer name> to ensure that the jobsite has established a COVID-19 exposure control plan. Before allowing any <company> employees to approach the jobsite, <lead COVID-19 response team member name> is required to evaluate the responses to the questions and determine whether it is reasonably safe for <company> employees to enter the jobsite. The determination will be based on the most current CDC guidelines. If the jobsite is deemed to be unsafe, <company> employees will not be permitted to approach it until further notice.

Employee Confidentiality

Except for circumstances in which <company> is legally required to report workplace occurrences of communicable disease, all <company> managers, supervisors and other affected employees are required to maintain the confidentiality of all medical conditions in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept to the minimum number needed to assure proper care of the affected employee, comply with legally required reporting, and detect situations where the potential for transmission may increase. <Company> reserves the right to inform other employees that a co-employee (without disclosing the affected employee’s name) has been diagnosed with COVID-19 if the other employees may have been exposed to the virus.

Employee Screening Prior to Initial Return to Work

Prior to the initial return to <jobsite name>, <2nd COVID-19 response team member name> is responsible for ensuring that each affected <company> employee receives a <company> COVID-19 screening questionnaire to determine whether any of them have existing COVID-19 symptoms and/or have been exposed to someone who has, or may have had COVID-19. <2nd COVID-19 response team member name> is required to evaluate each employee’s responses to the questions and determine whether any of them would pose a significant risk to other employees on the jobsite. Each individual evaluation/determination will be based on the most current CDC guidelines. Employees who are deemed to pose a significant COVID-19 risk to other employees will not be permitted to approach the jobsite until they meet the CDC’s recommendations for returning to work (See *Infected Employees, and Potentially Infected Employees Without Symptoms, and Employees Without Symptoms Who May Have Been Exposed* in this plan).

Daily Pre-Start Employee Screening

**STOP!** Body temperature screening involves legal issues. Temperature screenings must be conducted consistently, professionally, and with proper training for those conducting the screening. The screening results must also be kept confidential. MCAA recommends that you hire a qualified licensed and insured third-party to perform temperature screenings for your company or obtain local legal assistance before proceeding.

Prior to the start of each shift, <2nd COVID-19 response team member name> is responsible for ensuring that each <company> employee is screened for symptoms of COVID-19, and COVID-19 exposures. Each employee will be screened by a qualified person who will ask each of them a few COVID-19 screening questions, evaluate their responses, and take their body temperatures. The questions to be asked of each employee are as follows:

* Within the last 14 days, have you been in close contact with anyone who has been diagnosed as infected with, or is being screened or monitored for,

COVID-19?

* Within the last 14 days, have you been in close contact with anyone who has been advised to self-quarantine by a healthcare provider?
* Have you tested positive for COVID-19 or been diagnosed as COVID-19 positive by a healthcare provider?
* Are you currently experiencing symptoms of COVID-19, which include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?

These screening questions and body temperature screening will be performed prior to starting the shift at <designated location>.

Any <company> employee who is experiencing one or more symptoms of COVID-19 or has recently been exposed or potentially exposed to COVID-19, must leave the premises immediately. He or she will be urged to contact a COVID-19 response team member by phone for further guidance.

**EITHER:**

<Company> has hired <qualified third-party company name> to perform the screening, including taking body temperatures for each <company> employee before the start of each shift. A no touch/no contact thermometer will be used for temperature taking. No documentation will be generated for screening information, including body temperatures, unless the employee being screened has symptoms, a known exposure, or potential exposure to COVID-19. When documentation is necessary for an elevated body temperature, the actual temperature will not be recorded. The documentation will indicate only that the temperature was at or above <100.4o> F. All screeners are required to wear the appropriate PPE (See *Infection Control PPE for Individuals Taking Body Temperatures*).

**OR:**

<Company> has designated <name of individual> to perform the screening, including taking body temperatures for each <company> employee before the start of each shift. <He or She> has received the proper training on COVID-19 screening protocol. A no touch/no contact thermometer will be used for temperature taking. No documentation will be generated for screening information, including body temperatures, unless the employee being screened has symptoms, a known exposure, or potential exposure to COVID-19. When documentation is necessary for an elevated body temperature, the actual temperature will not be recorded. The documentation will indicate only that the temperature was at or above <100.4o> F. All screeners are required to wear the appropriate PPE (See *Infection Control PPE for Individuals Taking Body Temperatures*).

When, due to the nationwide shortage of thermometers, no touch/no contact thermometers are unavailable, thermometers that require contact are acceptable, provided that the individual taking body temperatures is wearing the appropriate PPE (See *Infection Control PPE for Individuals Taking Body Temperatures*).

Infected Employees and Potentially Infected Employees with Symptoms

All <company> supervisors and other employees who have tested positive, or who have developed symptoms of COVID-19, which include a fever of 100.4o F or higher, cough, shortness of breath, chills, repeated shaking, muscle pain, headache, sore throat, and new loss of taste or smell, are required to:

Stay home or go home immediately if already at the jobsite; and inform a COVID-19 response team member by phone.

The COVID-19 response team member who receives the call is required to contact the local health department (or other appropriate local agency) for help with, and guidance on COVID-19 contact tracing, and follow its guidance accordingly. Unless otherwise directed by that authority, the response team member must:

* Keep all information regarding infected and potentially infected employees strictly confidential;
* Interview the affected employee by phone to obtain as much critical information as possible;
* Determine and document the affected employee’s symptoms;
* Determine whether the affected employee knows whether he/she has been in close contact with a confirmed case of COVID-19;
* Determine and document who the affected employee has been in close contact with over the past 14 days;
* Investigate all coworkers and others who have been in close contact with

the affected employee over the past 14 days, and implement all applicable parts of this plan accordingly;

* Determine and document all work areas the affected employee was in over the past 7 days;
* Determine and document what tools, equipment, ladders, water coolers, elevators, etc. the affected employee has used over the past 7 days;
* Recommend to the affected employee that he/she contact his/her healthcare provider and carefully follow CDC recommendations regarding quarantine;
* Vacate and shut down all affected work areas by posting conspicuous warning signs and establishing effective barriers, such as barricades and danger tape;
* Open doors and windows to the outside to increase air circulation;
* Inform <name of safety director or human resources contact>; and
* Assess the potential exposure of other <company>employees based on local health department (or other appropriate local agency) and CDC guidelines for COVID-19 and implement isolation of affected employees as required or recommended.

<Company> will use a symptom-based strategy based on the most current CDC guidelines to determine when employee isolation may be discontinued for infected employees.

Any employee with COVID-19 who has symptoms and was directed to care for himself or herself at home may discontinue isolation when:

* At least 10 days have passed since the onset of the symptoms; **AND**
* At least 24 hours have passed since the fever reduced to normal without the use of fever-reducing medications; **AND**
* Other symptoms have improved.

Infected individuals who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive real-time qualitative test for the virus.

<Company> will use a test-based strategy to determine when employee isolation may be discontinued for severely immunocompromised individuals. <Lead COVID-19 response team member name> is responsible for consulting with the appropriate local infectious disease experts for guidance.

Any employee who has been hospitalized with COVID-19 may return to work when permitted to do so by his or her medical care provider. However, he or she may not return to work without first providing <lead COVID-19 response team member name> with documentation from the medical care provider that he or she is cleared to return to work. The documentation must be provided electronically directly from the medical care provider.

Employees Exposed Through Close Contact

Any employee who has been 6 feet or closer for 15 minutes or more to someone who has COVID-19 must:

* Have his or her temperature taken at <designated location> each day before starting the shift;
* Wear a cloth face covering, or a surgical mask and a face shield always while on the jobsite for 14 consecutive days starting the day the most recent exposure occurred;
* Routinely disinfect his or her workspaces;
* Refrain from congregating in breakrooms and other areas;
* Maintain a minimum of 6 feet social distance from all others on the jobsite;
* Refrain from sharing headsets and other equipment, especially objects that come near the face; and
* Leave the jobsite immediately if one or more symptoms occur, or he or she is feeling sick.

Visitors

Only critical industries listed visitors will be permitted on the jobsite to conduct business with <company>. To be eligible to enter the jobsite, <company> visitors are required to:

* Schedule the visit in advance by contacting <project manager’s name> by email or phone at least 48 hours prior to the visit;
* Complete the <company> COVID-19 screening questions and have his or her temperature taken at <designated location> immediately upon arrival, and before entering the jobsite; and
* Self-identify if he or she is experiencing a fever of <100.4o F> or higher, coughing, shortness of breath, fatigue, chills, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

All visitors are required to wear a cloth face covering or surgical mask and maintain a distance of at least 6 feet from all others on the jobsite.

Any visitor experiencing one or more symptoms of COVID-19, or who experienced a recent exposure to COIVD-19, will not be permitted on the jobsite.

Access Control for Materials Delivery, Shipping, Receiving, etc.

Only previously approved <company> connected deliveries and pickups will be permitted on the jobsite. For affected delivery and item pickup personnel to be eligible to enter the jobsite they are required to:

* Schedule the visit in advance by contacting <project manager’s name> by email or phone at least 48 hours prior to the visit;
* Complete the <company> COVID-19 screening questions and have his or her temperature taken at <designated location> immediately upon arrival, and before entering the jobsite; and
* Self-identify if he or she is experiencing a fever of <100.4o F> or higher, coughing, shortness of breath, fatigue, chills, muscle or body aches, headache, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

All delivery and pickup personnel are required to wear a cloth face covering or surgical mask and maintain a distance of at least 6 feet from all others on the jobsite.

Any delivery or pickup person experiencing one or more symptoms of COVID-19, or who experienced a recent exposure to COIVD-19, will not be permitted on the jobsite.

<Project manager’s name> is responsible for ensuring that all applicable delivered items are disinfected upon arrival or isolated for an appropriate period.

Jobsite Communication

<Lead COVID-19 response team member name> is responsible for making pertinent up-to-date information about COVID-19 readily accessible to all affected supervisors and other affected employees, suppliers, <company> visitors, and all other affected parties, and is required to:

* Obtain or prepare up-to-date documents describing COVID-19 risk factors, and CDC and OSHA recommended protective measures; and
* Post the written information in readily accessible common areas, such as jobsite trailers, information boards, portable toilet doors, gang boxes, tool cribs, etc.

Training for Supervisors and All Other Affected Employees

Before starting work on this jobsite, each <company> supervisor and all other affected employees are required to receive training on the following:

* COVID-19 and its known characteristics;
* Probable portals of entry for the virus into the human body;
* How the virus spreads;
* Symptoms of contracting the virus;
* The potential health effects of contracting the virus;
* <Company> return to work exposure control plan/protocol;
* What to do if illness is suspected;
* What to do if exposure is suspected;
* Required personal health and hygiene practices;
* Required social distancing practices;
* What to do when social distancing is unsafe or impractical;
* Personal Protective Equipment (PPE) to help prevent exposure and spread;
* Daily jobsite surfaces disinfection; and
* Tool cleaning and disinfection.

Personal Health and Hygiene

All <company> supervisors and other employees are required to comply with the following health and hygiene practices:

* Clean both hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or having been in a public place;
* Cough and sneeze only into the crook of your elbow;
* Frequently sanitize your hands with a hand sanitizer that contains at least 70% alcohol;
* Avoid crowds as much as possible (never more than 10 people in the same area, because gatherings of more than 10 people are considered high risk gatherings;
* Avoid non-essential travel;
* Avoid touching surfaces that are frequently touched by others;
* Avoid sharing tools;
* Wash your hands thoroughly or use an effective hand sanitizer immediately before and immediately after tool use;
* Avoid all physical contact, such as shaking hands, fist bumps, hugging, etc.;
* Avoid touching your face (nose, eyes, and mouth);
* Stay home if you are sick;
* Wear a cloth face covering, surgical mask, N95 respirator, or approved foreign made equivalent respirator if you are sick and around other people (always stay at least 6 feet away from other people);
* Clean and disinfect tools and surfaces in your work areas frequently;
* Wear the appropriate personal protective equipment (See *Infection Control PPE* in this plan);
* Avoid common drinking water sources, and use only individual water bottles; and
* Avoid tobacco products (chewing tobacco, smoking), vaping, etc.

Social Distancing

All <company> supervisors and other affected employees are required to comply with the following social distancing practices, unless a temporary work task would be unsafe or impractical by maintaining social distance protocol:

* Practice social distancing of at least 6 feet apart, except where doing so would be unsafe or impractical;
* Practice social distancing of at least 6 feet apart even for social greetings (no handshakes, fist bumps, hugs, etc.);
* Present virtual meetings in place of in-person meetings whenever possible;
* Ensure that all in-person meetings and training sessions are restricted to small groups of 10 or fewer;
* Present in-person meetings and training sessions outside whenever possible;
* Avoid congregating in common areas, such as trailers and break areas; and
* Stagger break times to limit the number of employees in the break areas.

Unsafe or Impractical Social Distancing

When social distancing while performing a temporary work task would be unsafe or impractical, all affected supervisors and other affected employees are required to:

* Wear the appropriate PPE based on the degree of the risk (See *Infection Control PPE for Lower Risk Construction, Service, and Fab Shop Employees When Social Distancing Requirements Must be Temporarily Suspended* in this plan);
* Limit the number of individuals riding together in vehicles, elevators, etc.;
* Limit the maximum number of occupants in trailers;
* Take breaks and consume lunch in personal vehicles whenever feasible;
* Increase the frequency of handwashing/appropriate hygiene practices; and
* Ensure that all common area surfaces are disinfected immediately before and after the temporary work task is performed.

Cloth Face Coverings and Surgical Masks

<Company> employees are required to wear cloth face coverings or surgical masks for all lower risk applications where respiratory protection is not required. The face coverings and surgical masks will be provided to all affected <company> employees at no cost to them and will:

* Fit snugly but comfortably against the side of the face;
* Be securable with ties or ear loops;
* Include multiple layers of fabric (non-disposable coverings and masks only);
* Allow for breathing without restriction; and
* Be able to ensure laundering and machine-drying without damage or change to shape (non-disposable coverings and masks only).

All affected <company> supervisors are required to ensure that an adequate supply of face coverings and/or surgical masks are on the jobsite and that face coverings used by <company> employees are cleaned regularly.

For Applications Where Cloth Face Coverings or Surgical Masks Are Not Appropriate

Where cloth face coverings are not appropriate in the work environment or during certain job tasks, such as when wearing a cloth face covering could exacerbate heat illness, affected <company> employees whose work tasks allow them to comply with the social distancing requirements, and who are not working with human waste or sewage, or working near plumbing vents, HVAC equipment, HVAC exhaust fans/exhaust ports or close to other probable exposures to COVID-19, may substitute a face shield for a cloth face covering or surgical mask. <Project manager’s name> must approve the substitution and document the decision in writing for each affected employee before the substitution(s) occurs.

Shortage of N95 and N95 Type Respirators

Due to the worldwide shortage of N95 respirators (filtering facepiece respirators certified in the United States by the National Institute for Occupational Safety and Health NIOSH) and N95 type respirators (equivalent respirators from other countries, which have been temporarily approved by FDA and NIOSH), <company> employees are encouraged to limit the need for N95 type respirator use for low risk applications, by using engineering and work practice controls to minimize dust, such as the use of water delivery and dust collection systems, and by limiting exposure time.

To address the shortage of N95 type respirators for higher risk applications where <company> employees must where N95 respirators or approved equivalents, affected <company> supervisors and all other affected employees are required to adhere to the following practices in the order in which they appear below:

1. Extended use or reuse of N95s – If extended use or reuse of N95 respirators becomes necessary, the same employee is permitted to extend use of or reuse his/her respirator, provided that the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated;
2. Use of expired N95s – If N95s are not available and extended use or reuse of N95s is not possible, employees may use previously NIOSH-certified expired N95s; and
3. Non-NIOSH certified respirators – If N95s are not available, extended use or reuse of N95s is not possible, and expired N95s are not available, employees may use respirators that are either certified under certain standards of other countries; or previously certified under the standards of other countries but beyond their manufacturer’s recommended shelf life.

Infection Control PPE For Individuals Taking Body Temperatures

Any individual required to take body temperatures is required to wear the following PPE:

* Safety glasses;
* Face shield;
* Cloth face covering or surgical mask;
* Nitrile gloves; and
* Apron or smock.

Infection Control PPE (For Lower Risk Construction, Service, and Fab Shop Employees Able to Maintain Appropriate Social Distance)

All <company> employees whose work tasks allow them to comply with the social distancing requirements, and who are not working with human waste or sewage, or working near plumbing vents, HVAC equipment, HVAC exhaust fans/exhaust ports or close to other probable exposures to COVID-19 are required to wear the following PPE:

* Safety glasses;
* Cloth face covering or surgical mask; and
* Standard cut-resistant work gloves.

Infection Control PPE (For Lower Risk Construction, Service, and Fab Shop Employees When Social Distancing Requirements Must be Temporarily Suspended)

All <company> employees with a temporary work task which does not allow them to comply with the social distancing requirements, and who are not working with human waste or sewage, or working near plumbing vents, HVAC equipment, or HVAC exhaust fans/exhaust ports are required to wear the following PPE:

* Safety glasses;
* Face shield;
* Cloth face covering or surgical mask; and
* Standard cut-resistant work gloves.

When N95 type respirators are unavailable, affected employees are required to wear a cloth face covering or surgical mask and a face shield in place of the N95 or N95 type respirator.

Infection Control PPE (For Employees Handling Human Waste or Sewage)

All <company> employees are required to wear the following PPE when handling human waste or sewage:

* Safety goggles;
* Splash-proof face shield;
* N95 or N95 type respirator;
* Liquid-repellent coveralls;
* Nitrile inner gloves (6 mil thickness or greater);
* Heavy duty nitrile outer gloves; and
* Rubber boots.

For additional protection during cleaning of tools and equipment, all affected employees are required to wear two liquid-repellant protective suits (outer suit and inner suit).

After completing the tool and equipment cleaning process, all affected employees are required to abide by the following decontamination procedure:

* Carefully remove outer suit and gloves by rolling them inside out;
* Place suit and gloves in a plastic bag that can be sealed;
* Complete cleaning of tools and equipment (See *Tool Cleaning and Disinfection* in this plan);
* Remove inner suit and gloves by rolling them inside out, being careful not to

contact any contaminated surfaces;

* Wash hands, arms, and face (in that order) with soap and water for at least 20

seconds each immediately after removing PPE; and

* Following the manufacturers’ instructions for cleaning the PPE.

Infection Control PPE (For Employees Near Plumbing Vents, HVAC Equipment and HVAC Exhaust Fans/Exhaust Ports)

All <company> employees are required to wear the following PPE when working near plumbing vents, HVAC equipment, and HVAC exhaust fans/exhaust ports:

* Safety glasses;
* Face shield;
* N95 or N95 type respirator;
* Protective suits/coveralls;
* Nitrile inner gloves (6 mil thickness or greater);
* Cut-resistant outer gloves; and
* Disposable boots.

When working on energized electrical conductors or circuit parts, affected <company> employees are required to protect themselves *first* from arc flash and electrical shock hazards by complying with the most current version of *NFPA 70E – Electrical Safety in the Workplace*. They are also required to use all compatible protective measures against COVID-19, such as wearing an N95 respirator under the arc flash face shield and follow the hygiene practices described in this plan. Once trouble shooting is completed and before resuming the work, affected employees are required to shut off the power, lock it out, test it dead, remove their arc flash/electrical shock PPE, and done the appropriate PPE for protection against COVID-19.

Infection Control PPE (For Daily Jobsite Surfaces Disinfection)

Affected <company> employees are required to wear the following PPE when performing daily jobsite surface cleaning and disinfection:

* Safety glasses;
* Face shield;
* Cloth face covering or surgical mask;
* Nitrile inner gloves (6 mil thickness or greater); and
* Heavy duty nitrile outer gloves.

Infection Control PPE (For Employees Cleaning and Disinfecting Tools)

Affected <company> employees are required to wear the following PPE when cleaning and/or disinfecting tools:

* Safety glasses;
* Cloth face covering or surgical mask;
* Nitrile inner gloves (6 mil thickness or greater); and
* Heavy duty nitrile outer gloves.

Infection Control PPE (For Cleaning and Disinfecting Contaminated Work Areas)

Affected <company> employees are required to wear the following PPE when cleaning and disinfecting contaminated work areas:

* Safety goggles;
* Splash-proof face shield;
* N95 or N95 type respirator;
* Liquid-repellant coveralls (outer suit);
* Liquid-repellant coveralls (inner suit);
* Nitrile inner gloves;
* Heavy duty nitrile outer gloves; and
* Rubber boots.

Daily Jobsite Surfaces Disinfection

<Lead COVID-19 response team member name> is responsible for ensuring that the following surfaces are disinfected at least once daily.

Trailers:

* Desks, tables, and all flat surfaces;
* Keyboards, mice, and monitors;
* Phones, cell phones, and tablets;
* Chairs (backs, seats, arms, and levers underneath);
* Cabinets and drawers (handles and fronts);
* Light switches, door handles, and thermostats;
* Printers, and copiers; and
* Any other frequently touched surfaces.

Breakrooms/Open Areas:

* Tabletops and edges;
* Chairs (backs, seats, arms, and levers underneath);
* Cabinets and drawers (handles and fronts);
* Top of trash cans;
* Coffee makers and coffee pots;
* Vending areas;
* Microwave handle, controls, turntables;
* Drinking water containers; and
* Any other frequently touched surfaces.

Portable Toilet Facilities/Restrooms:

* Toilet seats and flush handles;
* Door handles on both sides, including stall doors;
* Other frequently touched door surfaces, (inside, outside, and locks);
* Hand sanitizer dispensers;
* Soap dispensers;
* Sinks and water faucets;
* Paper towel dispensers;
* Countertops (tops and edges);
* Light switches; and
* Any other frequently touched surfaces.

Other Project Areas:

* Radios;
* Elevator buttons;
* Handrails;
* Ladders;
* Equipment controls;
* Gang boxes;
* Carts;
* Wheelbarrows;
* Mobile tables;
* Mobile pipe and fittings racks;
* Aerial lift gates and chains; and
* Other frequently touched surfaces.

Vehicles:

<Lead COVID-19 response team member name> is responsible for ensuring that all affected <company> vehicles are disinfected at least once daily, and each time before changing an operator or passenger. Surfaces requiring disinfection include:

* Door handles and locks inside and out;
* Tailgate handles;
* Latches;
* Ratchet strap/tie down attachment ends;
* Toolbox locks and handles;
* Steering wheel;
* Gear shift lever;
* All internal controls;
* Internal and external mirrors that cannot be adjusted electronically;
* Sun visors;
* Ignition keys; and
* Any other frequently touched vehicle surfaces.

The employee assigned to perform surface disinfection will be required to use the disinfectant solution provided by <company>.

<Lead COVID-19 response team member name> is responsible for ensuring that an adequate supply of <name of EPA-registered household disinfectants with EPA-approved emerging viral pathogens claims> or a household bleach solution made from 1/3 cup of bleach per gallon of water or alcohol solution with at least 70% alcohol is always available.

The employee responsible fordisinfecting workplace surfaces is required to:

* Wear the appropriate PPE (See *Infection Control PPE for Daily Jobsite Surfaces Cleaning/Disinfection* in this plan);
* Use a sponge or cleaning cloth saturated in <name of disinfectant solution> to thoroughly wipe down affected surfaces;
* Frequently wring out the sponge or cleaning cloth and re-saturate it with the solution; and
* Allow the disinfected surfaces to air dry.

Tool Cleaning and Disinfection

All affected <company> employees are required to:

* Avoid sharing tools as much as possible;
* Disinfect the tools before and after each use when they must be shared;
* Clean and disinfect all your tools regularly;
* Use a mild soap and water to clean your tools;
* Disinfect the tools with <the manufacturer’s recommended disinfectant solution>;
* Avoid using conductive or corrosive cleaning materials, such as gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia;
* Avoid using flammable or combustible solvents around tools;
* Wipe down non-power tool surfaces with the mild soap and water to remove dirt and grease;
* Saturate a clean cloth with <the manufacturer’s recommended disinfectant solution>;
* Wring out the cloth so that it is not dripping wet;
* Wipe down the tools with the dampened cloth and let them air dry;
* Remove the battery and set it aside when cleaning a battery powered tool;
* Clean power tools with the mild soap and a water dampened cloth;
* Hold the tool in a manner that will prevent soap and water from flowing inside the tool casing;
* Saturate a clean cloth with <the manufacturer’s recommended disinfectant solution>;
* Wring out the cloth so that it is not dripping wet;
* Gently wipe each handle, grasping surface, and other outer surfaces with the dampened cloth making sure the disinfectant does not flow inside the tool casing;
* Allow the tool surfaces to air dry; and
* Clean tool batteries with a mild soap and damp cloth to remove dirt and grease. Wipe them down carefully and let them air dry. Set them aside for three full days before using them again whenever possible.

Contaminated Work Area Cleaning and Disinfection

<Lead COVID-19 response team member name> is responsible for managing contaminated work area cleaning and disinfection, and is required to:

* Delay the cleaning and disinfecting of surfaces for as long as practical to reduce the potency of COVID-19 (disinfection may no longer be necessary after 7-full days);
* Hire a reputable licensed, insured, and bonded third party cleaning company to perform cleaning and disinfection whenever possible; and
* Ensure that any <company> employee who is required to perform cleaning and disinfection of contaminated areas has received proper training on <company’s> cleaning, disinfection, and PPE decontamination procedures.

Any <company> employee who cleans and disinfects contaminated work areas is required to:

* Receive the appropriate training before starting the work;
* Carefully adhere to <company’s> cleaning and disinfection procedures;
* Carefully adhere to <company’s> PPE decontamination procedures;
* Wear the appropriate PPE (See *Infection Control PPE for Cleaning/Disinfecting Contaminated Work Areas* in this plan);
* Use only the soap, disinfectant solution, and other cleaning materials provided by <company>;
* Use a sponge or cleaning cloth to saturate, wipe down, and clean the affected surfaces;
* Use a clean wet sponge or cleaning cloth to rinse the cleaned surfaces;
* Let the surfaces air dry before disinfecting them;
* Continue to wear all PPE used for cleaning the contaminated surfaces throughout the disinfection process;
* Use a sponge or cleaning cloth saturated in <name of disinfectant solution> to thoroughly wipe down all affected surfaces;
* Frequently wring out the sponge or cleaning cloth into an empty bucket and

re-saturate it with the disinfectant solution; and

* Allow the disinfected surfaces to air dry.

Decontamination of PPE

Any <company> employee who has cleaned/disinfected any contaminated work area is required to:

* Remain in the immediate work area until the PPE decontamination process is properly completed;
* Keep their hands away from their face as much as possible throughout the PPE decontamination process;
* While standing inside an open trash bag placed on the floor, carefully remove the outer suit by rolling it off inside out while standing on the inside material of the now crumpled suit;
* Carefully remove the first of your outer gloves by pinching the outer part of the gauntlet while sliding it forward and turning it inside out. Place this glove as a ball into the palm of the second outer glove. Slide the index finger of the clean glove under the second outer glove while rolling it off until it balls around the first glove;
* Place the gloves in the plastic bag with the used coveralls;
* Step outside of the bag, leaving it open on the floor to accept other waste;
* Remove your face shield and safety goggles and submerge them in a clean bucket with hot soapy water;
* Scrub the face shield and safety goggles in the hot soapy water with a clean sponge or cleaning cloth;
* Rinse them off, shake them out, and dry them with clean paper towels;
* Wipe them down with <name of disinfectant solution>;
* Hang them in a clean place to dry out completely;
* Carefully pour the soapy water down an acceptable drain, rinse the bucket, and set it aside to air dry;
* Carefully pour any used decontamination chemical down an acceptable drain, rinse the bucket, and set it aside to air dry;
* Place all used sponges or cleaning cloths and used paper towels in the plastic bag with the other used items;
* Carefully remove the inner suit by rolling it inside out being careful not to contact any contaminated surfaces;
* Place the suit in the plastic bag with the other used items being extremely careful not to touch anything inside the bag, including any inner part of the bag itself;
* Carefully remove the inner gloves in the same manner as the outer gloves while being careful not to touch any part of the outside of your inner gloves with any part of bare hands;
* Place the gloves in the plastic bag with the other used items being careful not to touch anything inside the bag, including any inner part of the bag itself;
* Continue to keep both hands away from the face as much a possible;
* Seal the bag for proper disposal;
* Carefully scrub both hands with soap and hot water for at least 20 seconds while being sure to scrub the backs of the hands, including underneath nails, fingertips, thumbs, and the skin under rings or other jewelry;
* Dry hands with clean paper towels;
* Remove the respirator being extremely careful not to touch the inside of the mask;
* Store it in a paper bag with the opening folded closed;
* Carefully re-scrub both hands with soap and hot water for at least 20 seconds while being sure to scrub the backs of the hands, including underneath nails, fingertips, thumbs, and the skin under rings or other jewelry;
* Dry hands with clean paper towels;
* When the face shield and safety goggles are dry, seal them in clean plastic bags for storage;
* Wash cloth items in a washing machine using hot water, laundry detergent, and <name of disinfectant solution>; and
* After placing the items in the washing machine, carefully scrub both hands with soap and hot water for at least 20 seconds while being sure to scrub the backs of the hands, including underneath nails, fingertips, thumbs, and the skin under rings or other jewelry.

Subcontractor Requirements

All <company> subcontractors are required to establish and implement this COVID-19 Return to Work Exposure Control Plan. <Project Manager’s Name> is required to:

* Provide each subcontractor with a copy of this plan; and
* Obtain a copy of each of their completed plans, approve them, and ensure that they are properly implemented.