During this crisis, it is best practice that only essential staff who MUST be onsite be physically present. Any staff that is able to work remote should be removed from the jobsite. Companies should assign workers to “teams” to limit interaction with the full staff. By separating into specific and dedicated teams, companies are able to limit chance of exposure and contain the spread if an issue occurs. Please review the recommended practices below to implement immediately:

**SOCIAL DISTANCING**
- ZERO handshaking or other contact greetings
- Do not host large groups meetings
  - Avoid gatherings of 10+ people
  - Keep 6-foot distance between people
- Do not stack trades if possible
- When required to travel in vehicles with more than one person – if possible, keep to only one passenger and sit in the back seat on passenger side
- Do not congregate in lunch areas during lunch/break periods
- Do not allow outside food vendors on the jobsite
- When performing tailgate meetings:
  - Meet outdoors/in large, open areas
  - Do not circulate any clipboards or pens for check-in
    - Implement an app/web-based system if possible (Attendance Tracker, etc.)
  - Perform meetings in shifts when possible, keeping the same group of workers together to limit exposures

**ENTERING THE JOBSITE**
- Implement a Daily Crew Assessment
- Take workers temperatures (when authorized) to ensure ill workers are not reporting to work.
- Utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to entering the jobsite.

**WHILE ON THE JOBSITE**
- Do not use a common water cooler. Encourage workers to bring their own water, but supply water bottles.
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
HAND WASHING STATIONS
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in the multiple locations to encourage hand hygiene.
- Utilize disposable hand towels and no-touch trash receptacles.
- Instruct workers 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.

DO NOT SHARE
- Tools
- Water coolers or water bottles
- Hand towels at hand washing stations
- Food/Lunches
- Personal Protection Equipment (PPE)

CLEANING PROTOCOL
- Assign “cleaning crew” or “cleaning task force” to each shift of project
  - Provide hourly routine environmental cleaning within jobsite offices/trailers:
    - Wipe down doorknobs, keyboards, counters, and other surfaces.
    - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
    - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3rd cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
    - Products with EPA-approved emerging viral pathogens (external link) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.

Otherwise, use products with the EPA-approved emerging viral pathogens claims ([examples at this link](#)) that are suitable for porous surfaces.

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.

Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.

Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

- Sanitize reusable PPE per manufacturer’s recommendation prior to each use
- Disinfect reusable supplies and equipment
- Ensure used PPE that is not reusable is properly disposed of
- 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

**LEAVING THE JOBSITE**

- Utilize shoe sanitation tubs (non-bleach sanitizer solution) prior to leaving the jobsite.
- Workers should change work clothes prior to arriving at home – All clothing should not be shook out, keep clothing separated from other laundry, wash with sanitizing detergent and warm water immediately.