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City of Boston Covid-19 Construction Site Safety Plan

270 Huntington Ave

Boston, MA 02115

Owner: Riviera Condominium Association
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General Contractor: Principal Builders LLC
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Introduction:

Principal Builders LLC. acknowledges the City's concerns regarding safety at the Project worksite due to the COVID-19 pandemic. We take the health and safety of our employees very seriously and with the spread of COVID-19 we all must remain vigilant in mitigating the outbreak Principal Builders LLC agrees that we will conduct our operations in strict compliance with all applicable regulations, guidelines, and requirements imposed by the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and that it will comply with the Commonwealth of Massachusetts COVID- 19 Guidelines and Procedures, as well as Industry Best Practices involving COVID-19 construction safety for all workers and visitors.

In order to be safe and maintain operations, we have developed this COVID-19 Safety Plan to be implemented throughout the company and at all of our jobsites. This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

Project Description:

The Riviera Condominium Association is currently undergoing renovations to several of their units which consists of studio and 1 bedroom apartments. The majority of these units house disabled and low income individuals.

All residents are relocated during construction within their units. The unit work consists of new kitchens, baths, and misc repairs throughout.

Additionally, there is common area work that consists of mainly code upgrades, elevator

modernization, and aesthetic upgrades, as well as upgrades to existing life safety systems.

Safety Steps Before Shifts Start:

Transportation to and from work:

To reduce the risk of spread among even asymptomatic carriers of the virus, all workers, where possible, will travel to and from the job site alone. If workers have their own vehicle and ability to drive, it is suggested to drive alone so as not to be in a confined automobile with a co-worker.

Procedures for reporting to work:

Prior to starting a shift, each employee will self-certify to the site supervisor that the employee:

- a) Has had no signs of a fever, a cough or trouble breathing, and has not had a measured temperature of 100.3 degrees or greater, within the past 24 hours.
- b) Has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household, caring for, being within 6 feet for about 15 minutes, or coming in direct contact with secretions or fluids (for example, sharing utensils, being coughed on) from a person who has tested positive for COVID-19.
- c) Has not been asked to self-isolate or quarantine by the employee’s doctor or a local public health official.

Principal Builders has prepared a Self-Certification Form that is available from the site supervisor and can be reviewed through **EXHIBIT 1** of this Safety Plan. The Self-Certification Form will be

completed BEFORE workers arrive to work so as to allow checking in and the commencement of work to be as efficient as possible. A table will be set up outside of the entrance to the job site, where workers will leave their completed form, one at a time. Everyone wanting to enter the site will turn in this form, which will assist in tracking all individuals who are at the site to ensure no unknown or unauthorized personnel are at the site. If the form is not completed the worker(s) will not be allowed to enter the site.

Principal Builders will ensure this check-in area does not become crowded and will incorporate a Buffer Zone while workers wait to report to the job site. If lined up outside the jobsite entrance each person will be required to maintain a six-foot buffer space between each person and avoid any touching of any kind.

After turning in the Self-Certification form, each day will begin with private temperature screening out of public view to ensure that no worker inside the jobsite is exhibiting COVID-19 symptoms. The Temperature screening is to be in addition to, not instead of, self-certification; both will be required.

Visitors:

The number of visitors to the job site including the office, will be limited to only those necessary for the work. All visitors will be screened in advance of arriving on the job site as outlined in the **Procedures for reporting to work** section above. Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.

Deliveries:

Site deliveries will be permitted but should be properly coordinated to ensure minimal contact. Delivery personnel should remain in their vehicles if at all possible. All deliveries and materials are washed prior to arriving and again prior to entering the jobsite.

Symptomatic Workers:

Employees must familiarize themselves with the symptoms of COVID-19:

- Coughing
- Fever
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and running nose.

If you notice yourself developing any of the symptoms listed above the supervisor is to be notified via phone, text or email immediately, and call your healthcare provide right away, and leave the job site. Likewise, if a coworker or a worker on another crew is exhibiting symptoms, the supervisor is to be contacted via phone, text or email immediately and have the person call their healthcare provide right away and leave the job site.

There will be a ZERO TOLERANCE policy for sick workers coming to a site. If you must leave the site due to symptoms, you may not return to work until you certify that you have been cleared by a medical professional

Job Site Hygiene:

Principal Builders will work to continue to keep the site stocked with the necessary materials for proper hygiene and disinfectants. The company has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

If employees are working on a particular surface, ensure that you wipe it down as soon as you are done with the surface. Please try to be vigilant about wiping down door handles and other frequently touched surfaces as you touch them.

It will be required that twice a day – e.g., before lunch and near the end of the day – and/or when a crew is finished with a room, the crew should more thoroughly clean the area where it has been working

– spraying, wiping, disinfecting, etc. It will also be required to wipe down any shared equipment or vehicle both before and after your use.

All personnel onsite shall follow a general rule of consideration and respect for your fellow workers and clean up after yourself

- a) Cover coughs or sneezes with a tissue, then immediately dispose and wash hands
- b) If no tissue is available, cough into your elbow, not your hands
- c) Avoid touching eyes, nose and mouth with your hands

- d) Use your own water bottle, and do not share
- e) We recommend bringing food from home to avoid bringing any contamination from, for example, a local takeout place, to the site
- f) If you use a shared vehicle or piece of equipment while working, ensure that you wipe it down before and after your use
- g) Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.

Wash Stations:

All workers will be shown the designated hand washing station for the site per the below plan. Wash hands frequently with soap for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Workers should be reminded to maintain six feet of space around the hand washing stations. Markers will be placed on the ground at six foot intervals as a guideline for space to provide fellow workers the necessary distance while washing their hands.

At the dedicated handwashing station, the CDC COVID-19 safety signage will be prominently displayed.

Restrooms:

Any jobsite bathrooms will be cleaned frequently. The company will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.

Changing Stations:

The jobsite will have a room clearly marked for any of those that need to change their clothes in the event changing is necessary.

Trash:

Trash receptacles will be placed throughout the job site and on each floor of each building. Any

trash collected will be emptied into the site dumpster at the end of every day. Any person emptying the trash cans must wear nitrile, latex or vinyl gloves.

Social Distancing on the Job Site:

Principal Builders has instituted the following protective measures at all jobsites pertaining to maintaining Social Distancing Measures.

- a) Employees must avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible.
- b) Six-foot separation even while working is to be maintained. To ensure you are following the six foot buffer, you and all people with whom you are meeting should be able to extend your arms fully toward each other without touching.
- c) No handshaking at any time.
- d) Do not congregate in field offices - field offices are locked down to all but authorized personnel.
- e) Meetings should be contacted by telephone, video phone, web meeting app, or text message rather than face to face. If an in-person meeting must occur, please respect the six-foot buffer and hold the meeting outside if possible.
- f) All work crew meetings / tailgate talks should be held outside and follow social distancing requirements including six-foot buffer. All crew members should be asked directly during any crew meeting if they are experiencing any fever, cough, shortness of breath or sore throat, and reminded that if they feel sick or experience symptoms, they should leave the site immediately.
- g) Only one trade per unit is to be allowed. Keep a minimum of six feet of distance from any other crewmember.

- h) If more than one trade must be in the same unit, physical barriers of either drywall unit separation, tarps, plastic wrap, etc. will be used to define and secure the work zone and eliminate the potential of cross-contamination. Any concerns of two crews needing to work in the same area should be addressed in advanced with Principal Builders's supervisor via telephone, text message or email. We will make every effort possible to ensure crews will not be utilizing the same space and that all crews can access needed space safely.
- i) Social distancing should be followed at breaks and lunches. We recommend breaks and lunches be taken alone in individuals' vehicles.
- j) Where the particular work you are performing makes recommended social distancing impossible (e.g., you are performing a task that requires two people to perform; your work and a co-worker's work must be performed simultaneously in close proximity), ensure you are using a standard face mask, gloves and eye protection. If you do not have such equipment, call, text or email your supervisor immediately to request the equipment.
- k) As part of the division of crews/staff, the Company will designate employees into dedicated shifts, at which point, employees will remain with their dedicated shift for the remainder of the project. If there is a legitimate reason for an employee to change shifts, the Company will have sole discretion in making that alteration.
- l) Employees should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Company will provide alcohol-based wipes (or spray bottle and throw away rags) to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- m) Food Trucks will not be allowed onsite.
- n) In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

Before beginning such work, consider whether there is any way to complete the work individually and consistent with social distancing recommendations; if it is possible to follow social distancing guidelines, please do so.

Vertical Transportation Points:

Given the size of existing elevators, only 1 person is permitted to use an elevator car at a time. Elevator buttons are to be wiped down several times a day. If the elevator is in use, workers should use the stairway. The person using the staircase has the 'right-of-way' to their intended floor. Other persons at floor landings must let the person on the staircase reach their intended floor before entering onto the staircase.

Workforce Returning Schedule:

To maintain social distancing measures listed above, all returning workforce to the jobsite will have a designated time of day to allow for adequate training on the new requirements. This will ensure the

workforce is managed and social distancing measures are maintained. No employee will be allowed onsite until they have received the adequate training by Principal Builders. Our training agenda can be seen in **Exhibit 2**.

Personal Protective Equipment:

In addition to regular PPE for workers engaged in various tasks (fall protections, hard hats, hearing protection, Tyvek suits) Principal Builders is requiring all construction workers to wear cut-

resistant gloves (or the equivalent) whenever working, safety goggles or face shields, as well as face masks at all times.

Communications and Job Site Training – Safety Stand-down Day:

No employee will be allowed onsite until they have received the adequate training by Principal Builders through a safety stand down meeting. Safety stand down meetings will be given by trade at designated times outside to ensure our social distancing measures are maintained. Our training agenda can be seen in **Exhibit 2** and will be printed and given as a hard copy to every person before they are able to begin working again.

All CDC COVID-19 safety signage will be prominently displayed around the site and at the wash station. Principal Builders will have a designated laborer onsite to ensure all items outlined in this Safety Plan and taught to the workers will be adhered to.

Covid-19 Project Specific Planning:

Principal Builders's Site Supervisor will be the dedicated safety manager implementing this plan. In addition, a dedicated person from our office will be onsite to aid the site supervisor in implementing this plan and ensuring the plan is followed throughout the day by everyone onsite.

For any further information regarding jobsite exposure responses can be found in **Exhibit 3**.

Conclusion:

The purpose of this plan is to outline the steps that every employer and employee can take to reduce the risk of exposure to COVID-19. This Plan is based on currently available information from the CDC and OSHA, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. As the COVID-19 outbreak continues to develop, the information and recommendations contained in this document may change and thus, contractors should continue to monitor developments in this area. Principal Builders may also amend this Plan based on operational needs

EXHIBIT 1

COVID-19 Self-Certification Form

Project: _____

Company: _____

Employee: _____

Prior to starting a shift, each employee must self-certify to their supervisor. Please initial the following:

I have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.

I have not had "close contact" with an individual diagnosed with COVID-19. "close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g. sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

I have not been asked to self-isolate or quarantine by a doctor or a local public health official.

Employee Signature: __

Employee Supervisor
Signature: _____

Date: _____

Exhibit 2

Principal Builders LLC

Safety Stand-down Day

Agenda

Super (with, where possible, Project Manager) is to walk various crews through the operative rules in effect during the period of COVID-19 social distancing to ensure the maximum safety of the workers continuing to work on the Project.

Introduction: In this period, it is critical that we maximize the safety of all employees. Obviously, the safest option for anybody is to remain at home in self-isolation until state and local governments lift social distancing protocols. However, we are viewed as an essential industry, permitting us to continue working, and many here would prefer to maintain the normalcy of being permitted to work while remaining as safe as possible. That is the goal of the new measures and site rules being implemented during this time: to give all workers on this Project an opportunity to continue working but to do so in the safest way possible. As with social distancing throughout the state, the effectiveness of the rules on a site largely hinge upon the full participation of ALL workers. Success in this venture requires mutual respect among the various workers to lead to true cooperation in minimizing each individual's risk, which in turn minimizes the risk to all. Please carefully consider all of the information being offered here, ensure you follow all rules being laid out, and do not hesitate to ask any questions you may have and provide suggestions and comments.

a) Staying Home

- a. While all of you are here because you want to continue working during this time, which we fully respect, each of us has a responsibility to be considerate of our fellow workers. If you are sick, you MUST stay home. There will be a ZERO TOLERANCE policy for sick workers coming to a site.
- b. Specifically, if you are exhibiting any of the following symptoms, you must stay home:
 - i. Fever

- i. Coughing (especially a dry cough)
 - ii. Shortness of breath
 - iii. Sore throat
 - a. In the event that you experience any of these symptoms at home, or notice the onset of such symptoms at work, we encourage you to seek medical attention and to inform your supervisor of any symptoms that you have had
- b) Transportation to and from work
 - a. To reduce the risk of spread among even asymptomatic carriers of the virus, the Commonwealth has asked that all employees, where possible, travel to and from work alone. If you have your own vehicle and ability to drive, we suggest you drive alone so as not to be in a confined automobile with a co-worker.
- c) Procedures for reporting to work
 - a. Self Certification
 - i. By order of the Commonwealth, “Prior to starting a shift, each employee will self-certify to their supervisor” that the employee:
 - 1. Has had no signs of a fever, a cough or trouble breathing, and has not had a measured temperature of 100.3 degrees or greater, within the past 24 hours.
 - 2. Has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household, caring for, being within 6 feet for about 15 minutes, or coming in direct contact with secretions or fluids (for example, sharing utensils, being coughed on) from a person who has tested positive for COVID-19.
 - 3. Has not been asked to self-isolate or quarantine by the employee’s doctor or a local public health official.
 - ii. Principal Builders has prepared a Self-Certification Form that is available from your supervisor
 - iii. The Self-Certification Form should be completed BEFORE you arrive to work so as to allow checking in and the commencement of work to be as efficient as possible
 - iv. A table will be set up outside of the entrance to the building, where you will leave your completed form, one at a time
 - 1. Please do not crowd those ahead of you in line
 - 2. Everybody must turn in a form, as this will also assist in tracking all individuals who are at the site to ensure no unknown or unauthorized personnel are at the site
 - v. If you do not turn in a completed form, you cannot work on the site
 - 1. If you have particular concerns about the form, please contact your supervisor so that it can be discussed over the telephone with

Principal Builders, superintendent and project management team

- b. Buffer Zone while waiting to report to work
 - i. If lined up outside the building entrance, waiting to turn in your Self-Certification form, please observe and respect a six-foot buffer space between your neighbors
 - ii. Avoid touching of any kind with your coworkers or other crews while waiting to report to work
- c. Temperature Screening
 - i. Next week, we anticipate receiving temperature screening equipment. Upon receipt, each day will begin with private temperature screening out of public view to ensure that no worker inside the building is exhibiting COVID-19 symptoms
 - ii. Until that time, we can rely only upon each employee's self-certification, so please be vigilant about your own health and honest as to whether you are experiencing a fever
 - iii. Temperature screening be in addition to, not instead of, self-certification; both will be required
- d. Supervisors should confirm with all crew members individually that they are healthy and able to work
- d) Maintaining Social Distancing Measures on the Site
 - a. Six-foot separation even while working where possible
 - i. To ensure you are following the six foot buffer, you and all people with whom you are meeting should be able to extend your arms fully toward each other without touching
 - b. No handshaking at any time
 - a. Do not congregate in field offices – field offices are locked down to all but authorized personnel
 - b. Meetings should be contacted by telephone, video phone, web meeting app, or text message rather than face to face. If an in-person meeting must occur, please respect the six foot buffer and hold the meeting outside if possible
 - c. All work crew meetings / tailgate talks should be held outside and follow social distancing requirements including six foot buffer
 - i. All crew members should be asked directly during any crew meeting if they are experiencing any fever, cough, shortness of breath or sore throat, and reminded that if they feel sick or experience symptoms, they should leave the site immediately
 - d. Keep a minimum of six feet of distance from any other crew to eliminate the potential of cross-contamination.
 - ii. Any concerns of two crews needing to work in the same area should be addressed in advanced with Principal Builders' super via telephone, text message or email

- iv. Principal Builders will make every effort possible to ensure crews will not be utilizing the same space and that all crews can access needed space safely
 - e. Social distancing should be followed at lunch
 - v. We recommend lunches be taken alone in individuals' vehicles
 - f. Where the particular work you are performing makes recommended social distancing impossible (e.g., you are performing a task that requires two people to perform; your work and a co-worker's work must be performed simultaneously in close proximity), ensure you are using a standard face mask, gloves and eye protection
 - vi. If you do not have such equipment, call, text or email your supervisor immediately to request the equipment
 - vii. Before beginning such work, consider whether there is any way to complete the work individually and consistent with social distancing recommendations; if it is possible to follow social distancing guidelines, please do so
- e) Personal Health, Safety and Hygiene at Work
 - a. Wash hands frequently with soap for at least 20 seconds, or use hand sanitizer
 - i. Principal Builders will work to continue to keep the site stocked with materials
 - ii. Please keep us informed of material shortages or of additional materials that you may find helpful in maintaining personal or site cleanliness
 - iii. **DO NOT TAKE SANITATION MATERIALS FROM THE SITE HOME WITH YOU.** If you take the soap or hand sanitizer or other items from the site for your personal use, we all risk the forced closure of the site due to lack of work. Taking sanitation supplies from the site puts at risk the ability of yourself and all of your coworkers to continue working during this difficult period. Taking bottles of hand sanitizer may be taking paychecks out of your own and your fellow workers' hands.
 - b. Hand washing stations
 - i. After reviewing the rules, all workers are to be shown the designated hand washing station or stations
 - ii. Workers should be reminded to maintain six feet of space around the hand washing stations; we recommend tape be put on the ground at six foot intervals as a guideline for space to provide fellow workers
 - c. All construction workers are required to wear cut-resistant gloves (or the equivalent) whenever working
 - d. We recommend the use of safety goggles or face shields
 - e. Cover coughs or sneezes with a tissue, then immediately dispose and wash hands
 - f. If no tissue is available, cough into your elbow, not your hands
 - g. Avoid touching eyes, nose and mouth with your hands
 - h. Use and label your own water bottle, and do not share

- e. We recommend bringing food from home to avoid bringing any contamination from, for example, a local takeout place, to the site
 - f. If you use a shared vehicle or piece of equipment while working, ensure that you wipe it down before and after your use
 - g. Be considerate and clean up after yourself
- f) Maintaining Site Cleanliness
- a. If you are working on a particular surface, ensure that you wipe it down as soon as you are done with the surface
 - b. Be vigilant about wiping down door handles and other frequently touched surfaces as you touch them
 - c. Twice a day – e.g., before lunch and near the end of the day – and/or when a crew is finished with a room, the crew should more thoroughly clean the area where it has been working – spraying, wiping, disinfecting, etc.
 - i. This of course adds extra responsibility and time to everybody’s day, which is unfortunate, but it is also unavoidable to ensure we can continue working. Just as stores are closing earlier and opening later to allow extra time to clean, so too will our work day be affected. But this is a relatively small cost to allow us to continue working and getting paid at a time when so many others do not have the ability to do so.
 - ii. Please contact Principal Builders’ project management team about any concerns with the cleaning required to maintain compliance with the Commonwealth’s new guidelines
 - d. Wipe down any shared equipment or vehicle both before and after your use
 - e. Follow a general rule of consideration and respect for your fellow workers and clean up after yourself
- g) Sickness while at Work
- a. If you notice yourself developing any of the symptoms listed above (again, fever, cough, shortness of breath, sore throat), inform your supervisor via phone, text or email immediately, and leave the job site
 - b. If you notice a coworker or a worker on another crew exhibiting symptoms, contact your supervisor via phone, text or email immediately
 - i. If the affected worker is on that supervisor’s crew, the supervisor should immediately call that worker to discuss the reported symptoms frankly
 - ii. If the affected worker is from a different crew, the supervisor should contact Principal Builders’ super, who will in turn contact the supervisor of the affected worker to discuss the reported symptoms
 - iii. We ask all workers to err on the side of caution in this situation
 - iv. If the report of symptoms appears credible, the worker should leave the site until confirmation that the worker has no symptoms
- h) Staying Away After Reported Sickness

- h. If you become sick or notice symptoms, whether at home or at work, please contact a medical professional to seek attention and potentially applicable testing
 - i. If you have stayed away from work due to symptoms, or fear of developing symptoms, please do not return to work until you can confirm you are symptom free
 - j. If you must leave the site due to symptoms, you may not return to work until you certify that you have been cleared by a medical professional
- i) Most Important Reminders
- a. If you are not healthy, do not put your fellow workers at risk – stay home
 - b. Keep yourself, and the site, as clean as possible
 - c. Wear proper protective equipment
 - d. Minimize physical interaction with others on the site
 - e. Avoid in person discussions and meetings when a phone call or message will do
 - f. Wash hands frequently
 - g. Respect yourselves, and your fellow workers, by cleaning after yourself

Please keep in mind these are the Commonwealth's requirements to allow us to continue working. Knowingly ignoring these will jeopardize our ability to do so.

Thank you all for your attention and cooperation. Please forward any questions, comments, suggestions or concerns to us via phone call, text message or email.

EXIBHIT 3

- Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hour (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- Employee Tests Positive for COVID-19

An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees that test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return

to work.

- Employee Has Close Contact with a Tested Positive COVID-19 Individual

Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with the carrier. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.