



COVID COORDINATOR CERTIFICATION

TRAINING PROGRAM



1. THE ROLE



The construction industry has tasked employers with developing a comprehensive COVID-19 exposure control plan, which includes control measures such as social distancing; symptom checking; hygiene; decontamination procedures, and training. An exposure control plan and the following practices should be followed to prevent any onsite worker from contracting COVID-19, as many people with COVID-19 are asymptomatic and can potentially spread disease.

Failure to comply with this guidance may be deemed as creating unsafe conditions and may result in withheld inspections or shutting down the construction site until corrected.

The following position has been developed based on requirements, guidelines, and recommendations issued by federal, state, and local agencies, including Interim CDC's Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), OSHA's Guidance on Preparing Workplaces for COVID-19, and other publications.



The Right Staff Right Now

COVID-19 Coordinator

Job Description

Primary Function

To assess and monitor the worksite for compliance with COVID-19 safety measures established by the client, including proactively enforcing such measures and reporting any concerns to the appropriate company officials.

Classification

This position is at-will and classified as non-exempt. As such, the COVID-19 Coordinator must record all hours worked and take meal and rest periods in accordance with Go-Staff's Employee Handbook. The COVID-19 Coordinator must abide by all Go-Staff policies and procedures.

Qualifications and Skills

- Minimum 1 year experience in a supervisor role (Labor Foreman, Assistant Superintendent, Superintendent, etc.)
- Construction experience (ability to maneuver active job sites safely)
- Ability to communicate effectively in both written and verbal format to include emails, phones, computers and smart tech
- Ability to communicate with all site workers, subs and guests to enforce compliance
- Ability to walk or stand for long periods of time
- Ability to visually identify areas of concern

- Ability to don all required PPE to include: hard hat, steel toe boots, gloves, safety glasses/goggles, hearing protections, face covering, safety vest, long pants, long sleeve shirt

Essential Functions/Job Duties

- Be able to model and enforce social distancing by maintaining a minimum 6-foot distance from others.
- Preclude gatherings of any size, and anytime two or more people must meet, preserve minimum 6-foot separation.
- Administer temperature screenings for any personnel or visitors upon their arrival to site.
- Verify personnel have protective equipment (PPE) such as gloves, goggles, face shields and face masks or coverings as appropriate for the activity being performed.
- Identify “choke points” and “high-risk areas” where workers are forced to stand together, such as hallways, hoists and elevators, break areas, and buses, and redirect them so social distancing is maintained.
- Enforce Minimal interactions when picking up or delivering equipment or materials, preserve minimum 6-foot separation.
- Identify and suggest a staggering of the trades as necessary to reduce density and maintain minimum 6-foot separation social distancing.
- Discourage workers from using other workers’ phones, desks, offices, work tools and equipment. If necessary, request they be cleaned and disinfected before and after use.
- Verbally remind and establish visual postings, in areas visible to all workers, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing, wearing face coverings, as well as other hygienic recommendations by the CDC.
- Inspect and suggest wash stations or hand sanitizers in multiple locations to encourage hand hygiene.

- Monitor bathrooms and wash stations for sufficient supplies of soap and/or sanitizer at all times.
- Check in employees daily and inquire about signs and symptoms of COVID-19 experienced by employees.
- Confirm employees have not had contact with anyone diagnosed with COVID-19 in past 14 days.
- Require anyone on the project to stay home if they are sick, except to get medical care.
- Inform as well as have employees inform their supervisor if they have a sick family member at home with COVID-19.
- Maintain a daily attendance log of all workers and visitors.
- Check for "COVID-19 Travel / Work Certification Card".

2. WATCH THIS TRAINING VIDEO



3. THE CHECKLIST



COVID-19 CHECKLIST

Company Name: _____ Construction Manager: _____
 Project Name: _____ COVID-19 Supervisor: _____
 Date: _____

Sanitation Management	Who is Responsible:	Initial When Done:
Restrooms stocked with toilet paper, soap, hand sanitizer & disposable hand towels		
Common areas frequently sanitized		
Office trailer sanitized including door handles, computer equipment		
"High-Risk" areas are acknowledged & frequently sanitized		
All trash receptacles are "no touch" and garbage is removed regularly		
Tools/Equipment that must be shared are sanitized after every use		
Shared vehicles/heavy equipments sanitized after every use		

Employee Management	Who is Responsible:	Initial When Done:
All required posters are displayed and in good condition		
Social Distancing & Sanitation Protocol posted at every entrance		
All employees who are able to work remotely instructed to do so		
Health questionnaire completed for all employees & logged		
All employees have their essential worker card/travel document		
All employees are wearing all PPE including face covering		
All employees stay 6ft away from each other whenever possible		
All meetings held outdoors with participants standing 6ft apart		
New employees oriented to the site and all safety protocols discussed		
New employees given Social Distancing Protocol handout		
Coordinate deliveries of equipment/materials to maintain social distancing		
Remind employees not to share tools/equipment whenever possible		
Employees reminded not to gather during lunch and breaks		

Subcontractor Management	Who is Responsible:	Initial When Done:
All meetings held follow Social Distancing guidelines		
All trades/subcontractors are staggered as much as possible		
Deliveries are staggered to avoid as much interaction as possible		

4. TAKE THE ASSESSMENT

Click [Here](#) to take the quiz to assess your knowledge.



Go-Staff

START NOW



**YOU'RE
READY!**

THANK YOU FOR
YOUR SERVICE
DURING THIS
IMPORTANT TIME



The Right Staff Right Now