

COMPLETE GUIDE TO

CONSTRUCTION DURING COVID-19

A Comprehensive
Guide to
**Keep
Construction
Essential**





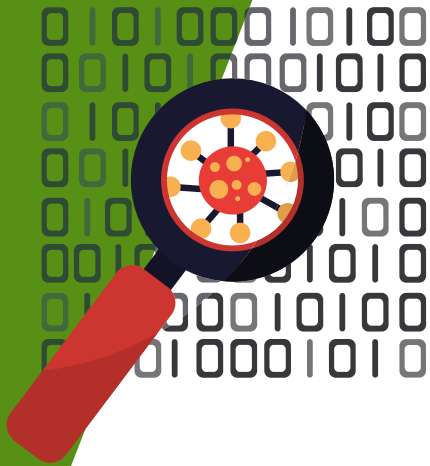
KEEPING CONSTRUCTION ESSENTIAL

During this unprecedented time, constantly evolving mandates have sparked concern across the construction industry about best practices to keep construction essential and safe for everyone involved. Luckily, this complete resource will help simplify the process of understanding the most updated rules during this coronavirus (COVID-19) disease outbreak. Use this to stay current with implementing elevated standards to protect the safety and health of all employees, partners, clients and the public.



The Right Staff Right Now

Keeping construction essential and our workforce safe are our top priorities. If you find yourself in need of extra help during the COVID-19 pandemic, we are here to be your resource.



SNAPSHOT

What This Guide Will Show You:

- Four key tools to help keep jobsites open and construction essential
- The growing demand and need for new roles such as COVID-19 Coordinators & sanitation staff
- Learn what these positions are and how to implement them
- Ways to keep ALL personnel on a jobsite, subs and GC, feeling comfortable and safe to work, ensuring that production can move forward
- Comprehensive checklists for coordinators and cleaning procedures

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NEW IN-DEMAND ROLES

There are 2 new roles on your site that should be implemented immediately:

1. **COVID-19 Coordinator**
2. **Sanitation Cleaner**

Adding these 2 types of positions temporarily during COVID-19 can make a huge difference in keeping construction essential.

You can use the tools in this resource guide to implement these positions yourself, if you have supervisors or additional staff available, in which case Go-Staff has an **in-house Certified Training Program** for the COVID-19 Coordinator for your use.

Wherever you are in the stages of bringing on and training these members, whether it's providing and managing these new team members or certifying your own, we can help.

COVID-19 COORDINATOR

Recently, Los Angeles County announced new guidelines for construction sites and with that comes an important new position, a COVID-19 Coordinator. The purpose of this role is to help monitor COVID-19 sanitation standards and notify owners/general contractors when these standards are not being met so they can take the appropriate corrective action. Los Angeles County is one of the first counties to recommend this and it is looking to be only a matter of time before other counties follow suit.

As if running a jobsite is not hectic enough, many companies now find themselves scrambling to organize, train, and implement the new and evolving recommendations. We are prioritizing being a partner to the construction industry and have already set up an in-house orientation and certification for COVID-19 Coordinators. You can review the job description we created to ensure that your team is in compliance with the new recommendations.

Have the peace of mind that you don't need to keep up with the ever-changing requirements of COVID-19 and trust that your staffing company has you covered. Your employees on site deserve to feel at ease knowing you're being proactive about their safety with increased sanitation and enforcement of COVID-19 policies.

TOPIC

COVID-19 SAFETY GUIDANCE FOR CONSTRUCTION SITES

The following guidelines are based on 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. Please check <https://ladbs.org/> for latest updates.

Construction industry employers shall develop 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 must 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 shall be deemed as creating unsafe conditions and may result in withheld inspections or shutting down the construction site until corrected.

LADBS staff will verify compliance with these guidelines during regular scheduled inspections for projects under construction as well as during investigations associated with complaints that may be submitted to LADBS (Call Center – 311 or (213) 473-3231 – Calls will then be routed to LADBS' Call Center. OR, use the MyLA311 Website at <https://myla311.lacity.org/> or submit via the MyLA311 mobile app.)

1. Practice social distancing by maintaining a minimum 6-foot distance from others.
2. Preclude gatherings of any size, and anytime two or more people must meet, ensure minimum 6-foot separation.
3. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate for the activity being performed.
4. The owner/contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID-19 Supervisor can be an on-site worker who is designated to carry this role.

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COVID-19 Coordinator

This is a completely new role in the market and needs clearly defined duties and qualifications. Regardless of who fills this position, they need to know the requirements that it entails.

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 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.
- Implement recommended health screenings such as temperature checks. Prohibit employees with a high temperature (e.g., above 100.4 degrees F) from entering the worksite.
- Preclude gatherings of any size, and anytime two or more people must meet, preserve minimum 6-foot separation.
- 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".



INCREASED SANITATION RECOMMENDATIONS

Having designated Sanitation Cleaners provides peace of mind and safer conditions to keep your employees and subs on site. Managing a construction jobsite is challenging enough without these added pressures, and companies right now are calling for designated cleaners. In response, Go-Staff has been ramping up to be ready as these needs grow.

We have sanitation staff on hand and ready to go if you need the extra help on your sites to maintain the rigorous cleaning standards. The best strategy to keep your jobsite operational is a combination of a COVID-19 Coordinator and designated Sanitation Cleaning staff.

Give everyone on your jobsite peace of mind regarding their health and safety.

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COVID-19 JOBSITE CHECKLIST



We compiled the best of the best right here so you don't have to! This is a handy list to have so your designated COVID-19 Coordinator can know what is required at all times, so you can have your daily and weekly checklists all in one place. We haven't seen one that has everything we needed so we created our own after reviewing lists published by other industry leaders. Your jobsite may already have one and it could be slightly different. You can use ours or incorporate pieces into your own.

- Daily Attendance Log
- COVID-19 Coordinator Checklist
- Other Available Checklists



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Daily Attendance Log Date: __/__/----

- If workers or visitors respond Yes to any of the last 3 questions, they should be asked to leave the site and go home, leaving their residence only to seek medical treatment.
- You may and should instruct workers with signs and symptoms of COVID-19 to leave the site, return home, and seek medical treatment and/or advice.
- Given the Pandemic, per the CDC, it is acceptable to ask employees questions concerning health issues that are, or may be directly related to, COVID-19 exposure.
- Sick employees should not return to work until criteria to [discontinue home isolation](#) are met in consultation with health care providers, and state and local health departments.

Date: __/__/__

Name	Worker/Visitor (W/V)?	Company	Have you or anyone you've been in contact with travelled outside of the United States in the last 30 days? (Y/N)	Have you or anyone in your household been exposed to person(s) who have tested positive for COVID-19? (Y/N)	Have you or anyone in your household been medically directed to self-quarantine? (Y/N)	In the last 48 hours have you experienced: cough, runny nose, shortness of breath, fever, chills, fatigue, or body aches? (Y/N)



COVID-19 CHECKLIST

Company Name: _____ Construction Manager: _____
Address: _____ COVID-19 Coordinator: _____
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

All required posters & etc. 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		
Temperature check all staff and visitors as soon as they arrive onsite		
All employees have their essential worker card/travel document		
All employees are wearing all PPE including face covering		
All employees stayed 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

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		

The Go-Staff team is committed to supporting your business during time. Please do not hesitate to reach out at info@go-staff.com if you need assistance of any kind.

Keeping construction essential and our workforce safe are our top priorities. If you find yourself in need of extra help during the COVID-19 pandemic, we are here to be your resource.

SITE SIGNAGE

COVID-19 NOTICE READ BEFORE ENTERING

PRACTICE SOCIAL DISTANCING BY MAINTAINING A MINIMUM 6-FOOT DISTANCE FROM OTHERS...

_____ is the designated COVID-19 Coordinator to enforce this guidance. This person shall be present on the construction site at all times during activities.

Identify "choke points" and "high-risk" areas where workers are forced to stand together, such as hallways, stairwells and break areas, and ensure that social distancing is maintained.

Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.

Stagger the trades as necessary to reduce density and maintain minimum 6-foot separation social distancing.

Discourage workers from using other workers' phones, desks, work tools and equipment. If necessary to use, clean and disinfect them before and after use.

Post this sign at project entry visible to all workers. Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs. Direct subcontractors to cover the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.

Place wash station at portable toilet location and hand sanitizers in multiple locations to encourage hand hygiene.

Anyone on the project is required to stay home if they are sick, except to get medical care.

Employees and subcontractors must inform the COVID-19 Supervisor if any employee has a sick family member at home or an associate with COVID-19.

Maintain a daily attendance log of all workers and visitors.

*Prepared with guidance from OSHA, NIOSH, CDC, and CISA Recommendations.



OTHER AVAILABLE CHECKLISTS

Other helpful checklists we consulted before creating our own:

- [Associated General Contractors](#)
- [The Builders Association](#)
- [Building Industry Association of San Diego County](#)
- [Los Angeles Department of Building & Safety](#)
- [San Diego County](#)
- [Interactive Essential Construction Map](#)
- [AGC Exposure Response & Prevention Plan](#)
- [Cal/OSHA Infection Prevention](#)



GO-STAFF COVID-19 IMPLEMENTATIONS



The Right Staff Right Now

Our priority is the health and safety of our employees, staff, and clients. We have adjusted our business practices during this COVID-19 pandemic to ensure that we remain a highly responsible employer and staffing partner. Here are the new measures we have implemented to give you peace of mind that we are doing our part to slow the curve while we support essential businesses and keep our employees safe.

- The majority of our internal staff is working remotely but are still available for essential in-person duties
- Created employee orientation to generate awareness of COVID-19 symptoms, workplace hygiene, and social distancing
- Added additional cleaning staff, solely dedicated to disinfecting our workspaces
- Facial coverings are required of all staff who are working and provided as needed
- Health check questionnaire administered for all employees prior to their arrival on any job site
- Essential Worker certification cards distributed to all working employees to maintain workflow

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OUTSOURCE & STAY LEGALLY SAFE

Don't leave your construction business susceptible to shutdown or deemed nonessential.

In order to stay operational during these ongoing changes, turn to staffing specialists to keep your business and your workers healthy. Your best bet is to find a staffing company that is endorsed by attorneys during this complicated time.

You and your employees deserve peace of mind on the job every single day. Make sure you are staying in touch with Go-Staff for ongoing developments and new requirements.

We have a team of attorneys from Procopio, one of the top law firms here in San Diego, advising us by the minute.



INDUSTRY PARTNERSHIPS

In order to stay operational during these ongoing changes, staffing specialists can help keep your business and workforce safe and productive. Ensure that the staffing company you partner with has a backing of experience, knowledge, and solid attorneys in this complicated ever changing environment. We feel a responsibility to share the knowledge we acquire through our resources with our network.

Go-Staff's deep level of understanding of employment law is derived from the relationship with our law firm, Procopio, Cory, Hargreaves & Savitch. We actively attend webinars to consistently remain up-to-date on new information and how to best handle the COVID-19 pandemic. Our team is regularly checking in with Cal-OSHA and the CDC to obtain updates, recommendations, and clarification. We also consult with major construction associations such as the ABC, AGC, ASA, and BIA.

Gaining peace of mind for yourself, your employees, and all entities you come into contact with is the major goal during these trying times. You can count on Go-Staff to have your best interests at heart and be aware of all the constantly changing COVID-19 updates. We believe effective business partnerships are built on trust and the ability to deliver a mutually beneficial service.

ARE YOU PREPARED?



WE CAN HELP!



The Right Staff Right Now

You don't have to do all this alone.

Need help finding the perfect person to come in as a
COVID-19 Coordinator or **Sanitation Staff**?

Reach out to us at info@go-staff.com or
(858) 751-0360 and we'll do the work for you.

www.go-staff.com