

*Company name*  
COVID-19 Work Plan

(company name) will be following the [CDC recommendations](#) for controlling the spread of COVID-19 including maintaining social distancing whenever possible. These requirements will apply to site meetings and work activity, daily/lunch breaks, safety meetings, and when completing a (JHA, THA, JSA). Some work shifts may need to be staggered, to follow social distancing guidelines.

Posters encourage staying home when sick, cough and sneeze etiquette, and hand hygiene will be posted at the entrance or trailer in the workplace and in other highly visible areas at the worksite.

### **Social Distancing**

- Do not host group meetings. CDC recommends that we avoid gatherings of 10 people; when meeting or working and that we keep 6 -feet distance between people. Perform meetings online or via conference call whenever possible.
- Limit the number of people on a jobsite, allow only essential personnel to work in an area.
- Avoid personal contact such as hand-shaking and other contact greetings.
- Don't stack multiple trades or contractors in one areas or floor where possible.
- Designate a Coordinator (supervision) who will observe employees to ensure they are maintaining social distancing as needed, and that employee safety is not compromised.

### **When a task requires two or more employees and social distancing cannot be accomplished:**

- Identify the tasks specifically where social distancing cannot be accomplished and the use face covering, shields, goggles and face masks as appropriate for the activity and how they will be implemented safely.
- Address the hazards for the site on a task-by-task basis for the work shift and perform an assessment (JHA, THA or JSA) prior to initiating the work.

### **Guidelines to be implemented when social distancing cannot be accomplished:**

- Each employee will have completed the daily on-site screening report. If exhibiting any symptoms associated with COVID-19 employees will not be allowed to enter the worksite.
- The task shall limit the amount of time of non-social distancing to minimum.
- Employees will practice good hygiene including thorough hand washing when going on breaks, after using the restroom, after sneezing or coughing, at the completion of the task and end of the work shift.
- Enforce the use of face coverings, protective barriers, goggles, gloves, and face shields as appropriate for the task.
- Clean and disinfect tools/equipment before shared with others and before and after use.
- Work groups of employees that are in close proximity to each other they will be limited in size to \_\_\_ employees.
- Employees that have been designated to work together shall be limited and maintained throughout the work shift. This may be extended to a day-by-day if feasible and is safe to do so.
- Employees should bring any concerns to the supervisor and if not resolved and they are still not comfortable working within these guidelines they may **decline** from participating in task assigned.
- The designated Coordinator (supervision) will enforce these additional guidelines.

All common and "Frequently Touched" surfaces will be cleaned and disinfected regularly (**define how often**) along with office trailers/spaces, lunch/break areas, and tools and equipment after each shift or before used by another employee. Visit the [EPA website](#) for a list of approved cleaning products

*This document is intended for guidance when addressing COVID-19 hazards on a jobsite and may need to be update or amended to include any additional company or site-specific requirements.*