

4/14/2020

## Martha's Vineyard Construction Guidelines – Rules for Getting Back to Work Phase 1

### General Guidelines

- ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY AT HOME. IF YOU FEEL SICK, GO HOME. IF YOU SEE SOMEONE SICK, SEND THEM HOME.
- No work shall occur inside an occupied home unless it is emergency service work to maintain habitability or the work is approved by the Building Inspector or Health agent based on a suitable separation between the work and the occupied space.
- In work conditions where required social distancing is impossible to achieve, affected employees shall be supplied personal protective equipment (PPE) including, as appropriate, a standard face mask, gloves, and eye protection. Any task that requires PPE to be completed safely shall not be undertaken if the PPE is not available. All used PPE should be put in a durable trash bag, sealed, and thrown away with all regular trash.
- Guidelines for stopping the spread of COVID-19 and proper social distancing shall be posted at the entrance of the job site, on each floor of the job site, in the bathroom/porta-potty, and inside any office/storage/equipment trailer. Guidelines for proper hand washing technique shall be posted at all hand washing sinks.
- "Construction Site" means any place of new construction, renovation, demolition, or addition of a structure that is subject to a building permit.
- "Worksite" means any location where work is occurring that is not a Construction Site.
- "Hand Sanitizer" means alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- "Disinfected" means wiped down with an EPA listed household disinfectant (see references and resources), bleach solution consisting of 5 tablespoons of bleach per gallon of water, or a product containing 70% alcohol. **ALL WIPES OR CLOTH USED WITH ALOCOHOL SHOULD BE DISCARDED IN A METAL TRASH BIN.**

### One Landscaper, Carpenter, Painter, or Mechanical Tradesmen on a Worksite

- All *Construction Sites* must follow the two worker standards below.
- The worker shall travel to the *Worksite* in a single occupant vehicle, by bike, or on foot.
- All shared surfaces must be *Disinfected* at the end of the workday including all tools, door handles, bathrooms, porta-potties, gates, etc.
- The worker shall always carry *Hand Sanitizer* on their person.

### Two Landscapers, Carpenters, Painters, or Mechanical Tradesmen on Construction Sites and Work Sites

- All workers shall travel to the *Construction Site* or *Worksite* in a single occupant vehicle, by bike, or on foot.
- A maximum of two workers, regardless of trade, including landscapers, may be present on a single *Construction Site* or *Worksite* at any given time during the workday.

- A *Construction Site* must be equipped with a hand washing station with running water, pump soap, paper towels mounted on a holder or in a dispenser, and a trash bin. These supplies shall always be present.
- A hand washing station is not required at a *Worksite*, but workers shall always have portable water for proper hand washing according to the handwashing guidelines and must always carry *Hand Sanitizer* on their person.
- *Construction Sites* must have at least one bathroom, porta-potty, or approved equivalent.
- Workers must always maintain six feet of distance from one another. Projects that require closer contact shall not be undertaken unless proper PPE is worn.
- Every *Construction Site* shall be posted with a wellness questionnaire sign in/sign out sheet which shall be completed by each worker on the site and recorded by the site supervisor each day in their Daily Report, as described below. Workers on a *Worksite* shall be provided a copy of the questionnaire and shall verbally complete the questionnaire with their supervisor prior to starting work each day which the supervisor shall record.
- Work gloves shall always be worn while workers are on all sites except when not technically feasible.
- All shared surfaces including tools, door handles, gates, and bathrooms/porta-potties shall be *Disinfected* at the end of each day and when workers or trades change during the course of a workday. A cleaning log shall be kept as part of the Daily Report.
- All coffee and lunch breaks must be taken at the *Construction Site* or *Worksite* and social distancing must be adhered to. Workers are strongly encouraged to bring food and drink from home to work and to not pick up food to go.

#### **Daily Report Requirements**

The Daily Reports shall include:

1. Company Name, Contact Person, Contact Phone Number, Contact Email.
2. *Work Site* or *Construction Site* Address and Permit Number.
3. Date.
4. Cleaning log including the date and time of each cleaning, what items were cleaned, and the name of the cleaner.
5. Results of the wellness questionnaire for each employee confirming they:
  - a. Have no flu-like symptoms such as nasal congestion, sore throat, achiness, nausea, vomiting, diarrhea, signs of a fever or a measured temperature above 99.6 degrees or greater, or a cough or shortness of breath within the past 72 hours.
  - b. Have not had "close contact" with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 14 days.
  - c. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
  - d. Have been cleared by a Medical Professional or Board of Health to return to work if any COVID-19 symptoms were experienced.
  - e. Have traveled to work individually by car, biking, or walking.

6. Number of employees who exhibit symptoms or are unable to self-certify to the wellness questionnaire questions that were directed to leave the *Work Site or Construction Site* and seek medical attention.

Upon learning of an infection, the contractor must immediately notify the owner of the site and the Town's Health Agent and Building Inspector. Impacted workers should follow CDC and DPH recommended steps concerning returning to work. As required by law, the identity of the worker must be kept confidential.

The Daily Reports shall be signed by the supervisor or other person who is responsible for the overall safety of the site and maintained at the *Construction Site* or at the applicable office for *Work Site* related work. Daily Reports must be kept for at least 30 days.

### **Inspection Requirements, Enforcement, & Penalties**

- Prior to starting work, the site supervisor at all *Construction Sites* must complete the Back to Work Checklist and submit it to the Building Inspector with an inspection request to confirm all elements of these guidelines are met. No work may begin until the *Construction Site* is inspected, or two business days has lapsed after requesting the inspection. Random re-inspections will occur to ensure guidelines are being followed.
- A *Construction Site* must be free of all workers and *Disinfected* prior to the initial inspection, and for any progress inspection on a *Construction Site* or *Worksite*. The permit holder may be present if requested by the inspector.
- If any *Worksite* or *Construction Site*, is in violation of these guidelines, the Town may take any or all of the following actions: notify the owner of record of the site of the violation, suspend the work authorization for the site until all infractions are corrected and a new inspection is performed, impose a fine of up to \$1000. Repeated violations may result in the revocation of a work authorization.
- The building permit holder for a *Construction Site* is the entity responsible for compliance with these guidelines and any fine or penalty imposed.
- The worker present and their employer shall be responsible for compliance with these guidelines and any fine or penalty imposed for a *Worksite*.

### **Resources and References – To Be Developed and Linked**

Back to Work Checklist

Cleaning Log

Daily Report Template

Wellness Questionnaire

Guidelines for Stopping the Spread of COVID-19 Poster

Guide to Proper Social Distancing Poster

Guidelines for Proper Hand Washing Technique Poster

EPA Certified Household Disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

# Martha's Vineyard Back to Work Guidelines

## Back to Work Checklist

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE BUILDING INSPECTOR TO REQUEST AN INSPECTION. NO WORK CAN BEGIN UNTIL AN INSPECTION IS CONDUCTED OR 48 HOURS PASSES.

Construction Site Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site Supervisor Phone Number: \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_

- \_\_\_\_\_ I informed all employees and subcontractors that no more than two workers may be on the site at one time.
- \_\_\_\_\_ I informed all employees and subcontractors that they must stay home if they are sick, they must go home if they feel sick, and they must ask someone to go home if they appear sick.
- \_\_\_\_\_ I informed all employees and subcontractors that they must travel to work by single occupant vehicle, on bike, or by foot.
- \_\_\_\_\_ I informed all employees and subcontractors about the importance of maintaining 6 feet of distance at all times.
- \_\_\_\_\_ I informed all employees and subcontractors that they cannot undertake a job if they do not have personal protective equipment to complete the job safely.
- \_\_\_\_\_ The construction site has a hand washing station with running water, pump soap, paper towels mounted on a holder or in a dispenser, and a trash bin.
- \_\_\_\_\_ I informed all employees and subcontractors that all supplies at the hand washing station must always be present.
- \_\_\_\_\_ The site has one bathroom, porta-potty, or an equivalent rest room facility approved by the Board of health
- \_\_\_\_\_ The wellness questionnaire sign in/sign out sheet is posted and I instructed all employees and subcontractors to complete it each day.
- \_\_\_\_\_ All employees and subcontractors are instructed to wear work gloves at all times, except when not technically feasible.
- \_\_\_\_\_ I informed all employees and subcontractors about the need to disinfect shared surfaces and complete the daily cleaning log.
- \_\_\_\_\_ I informed all employees and subcontractors that breaks must be taken on the site.
- \_\_\_\_\_ Guidelines for stopping the spread of COVID-19 and proper social distancing are posted at the following locations:
  - \_\_\_\_\_ Entrance of the structure.
  - \_\_\_\_\_ On each floor of the structure.
  - \_\_\_\_\_ In each bathroom/porta-potty.
  - \_\_\_\_\_ Inside each office/storage/equipment trailer.
- \_\_\_\_\_ Guidelines for proper hand washing technique are posted at all hand washing sinks.
- \_\_\_\_\_ The site supervisor will complete the Daily Report.

*I attest that I have met all the requirements of the Back to Work Checklist and I hereby request an inspection of the above addressed Construction Site and an authorization to begin work.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Martha's Vineyard Back to Work Guidelines

### Daily Cleaning Log

All high contact surfaces must be disinfected at the end of each day and whenever there is a crew change at the site. High contact surfaces include, but are not limited to, the items listed below. Use the blank boxes to list any additional locations or equipment cleaned. All cleanings must be recorded on this log by the cleaner. The log must be signed by the supervisor each day and kept with the Daily Report.

| Item Cleaned        | Time Cleaned | Name of Cleaner | Signature |
|---------------------|--------------|-----------------|-----------|
| Door Knobs          |              |                 |           |
| Porta Potty         |              |                 |           |
| Handwashing Station |              |                 |           |
| Site Office         |              |                 |           |
| Storage Trailer     |              |                 |           |
| On Site Vehicles    |              |                 |           |
| Power Tools         |              |                 |           |
| Hand Tools          |              |                 |           |
| Delivered Items     |              |                 |           |
|                     |              |                 |           |
|                     |              |                 |           |
|                     |              |                 |           |
|                     |              |                 |           |
|                     |              |                 |           |
|                     |              |                 |           |
|                     |              |                 |           |

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# Martha's Vineyard Back to Work Guidelines

## Daily Report Template

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Work Site or Construction Site Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Is a cleaning log attached to this report?

Yes  No (Check One)

Is a wellness questionnaire sign in/sign out report attached to this report?

Yes  No (Check One)

How many employees or subcontractors were not able to complete the wellness questionnaire and were directed to leave work? \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## COVID – 19 Wellness Questionnaire

In light of the situation regarding COVID-19, please do not enter this jobsite or report to work if you answer yes to any of the following questions:

1. Are you experiencing flu-like symptoms including: nasal congestion, sore throat, achiness, nausea, vomiting, diarrhea, signs of a fever or a measured temperature above 100.3 degrees or greater, and cough or shortness of breath within the past 72 hours?
2. Have had close contact with an individual diagnosed with COVID-19 or exhibiting flu-like symptoms in the past 14 days?
3. Have you been asked to self-isolate or quarantine by their doctor or a local public health official?
4. Have you been asked to stay home by a Medical Professional or Board of Health because COVID-19 symptoms were experienced, and you have not been cleared to return to work?
5. Have traveled to work with other people in a passenger vehicle, ferry or bus?

By reporting work and signing below I attest that I answered NO to all the above questions:

| <u>Printed Name</u> | <u>Signature</u> | <u>Sign in Time</u> | <u>Sign out Time</u> |
|---------------------|------------------|---------------------|----------------------|
| _____               | _____            | _____               | _____                |
| _____               | _____            | _____               | _____                |
| _____               | _____            | _____               | _____                |
| _____               | _____            | _____               | _____                |
| _____               | _____            | _____               | _____                |

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Questionário sobre COVID 19

Em relação ao COVID-19, não entre nesta obra e nem vá ao trabalho se responder sim a qualquer uma das seguintes perguntas:

1. Você está tendo sintomas semelhantes aos da gripe, incluindo: congestão nasal, dor de garganta, dor no corpo, náusea, vômito, diarreia, sinais de febre ou temperatura medida acima de 37.9°C, e tosse ou falta de ar nas últimas 72 horas?
2. Teve contato próximo com um indivíduo diagnosticado com COVID-19 ou exibindo sintomas semelhantes aos da gripe nos últimos 14 dias?
3. Você foi solicitado a se auto-isolar ou colocado em quarentena pelo médico ou por um funcionário local de saúde pública?
4. Você foi solicitado a ficar em casa por um profissional médico ou pelo conselho de saúde porque teve sintomas do COVID-19 e você ainda não foi liberado para voltar ao trabalho?
5. Você tem viajado à trabalho com outras pessoas em um veículo, balsa ou ônibus?

Ao relatar o trabalho e assinar abaixo, atesto que respondi NÃO a todas as perguntas acima:

| <u>Nome</u> | <u>Assinatura</u> | <u>Horário de chegada</u> | <u>Horário de saída</u> |
|-------------|-------------------|---------------------------|-------------------------|
| _____       | _____             | _____                     | _____                   |
| _____       | _____             | _____                     | _____                   |
| _____       | _____             | _____                     | _____                   |
| _____       | _____             | _____                     | _____                   |
| _____       | _____             | _____                     | _____                   |
| _____       | _____             | _____                     | _____                   |

Nome do supervisor: \_\_\_\_\_

Assinatura do supervisor: \_\_\_\_\_

Data: \_\_\_\_\_



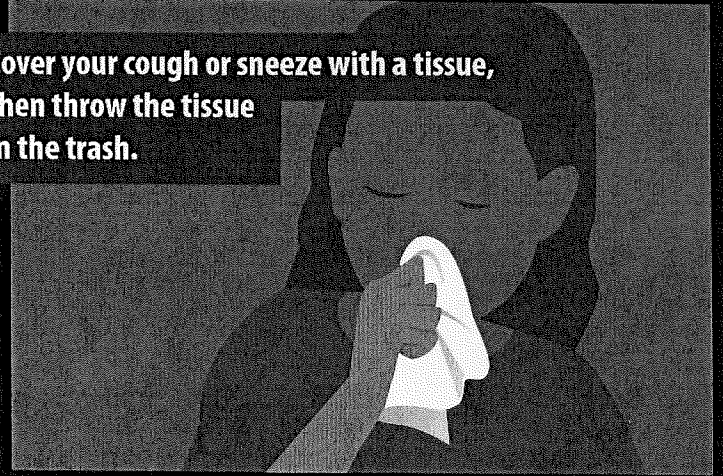
# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

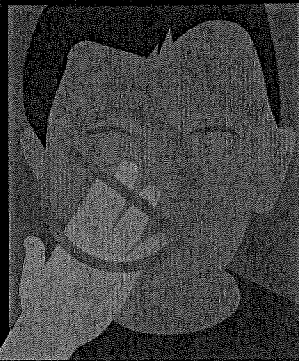
Avoid close contact with people who are sick.



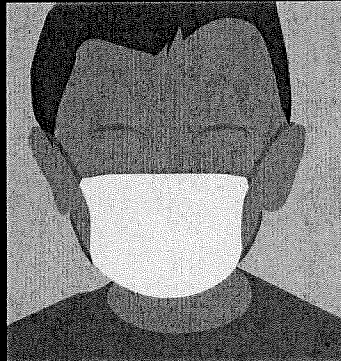
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



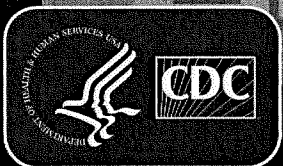
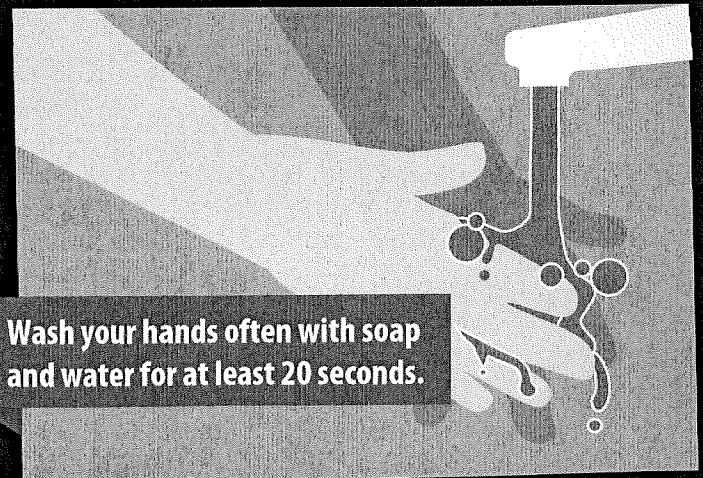
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

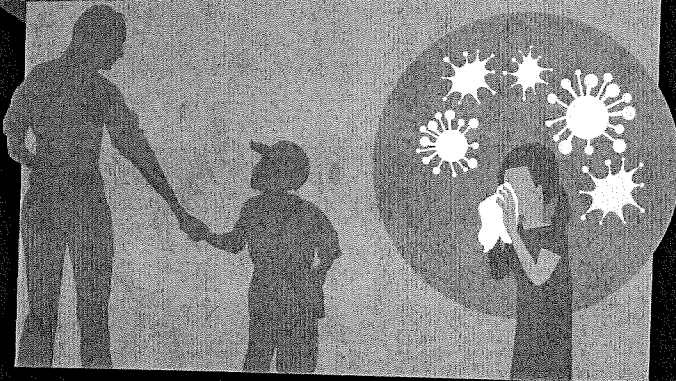


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

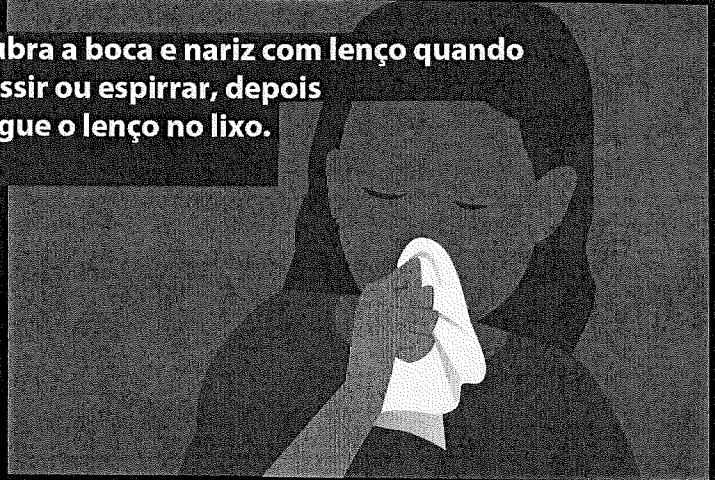
# PARE DE ESPALHAR GERMES

Ajude a prevenir a propagação de doenças respiratórias como o COVID-19

Evite contato próximo com pessoas doentes.



Cubra a boca e nariz com lenço quando tossir ou espirrar, depois jogue o lenço no lixo.



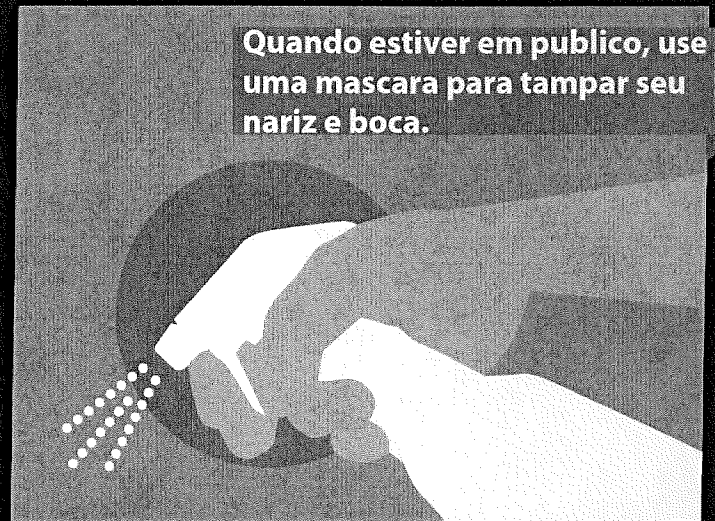
Evite tocar seus olhos, nariz e boca.



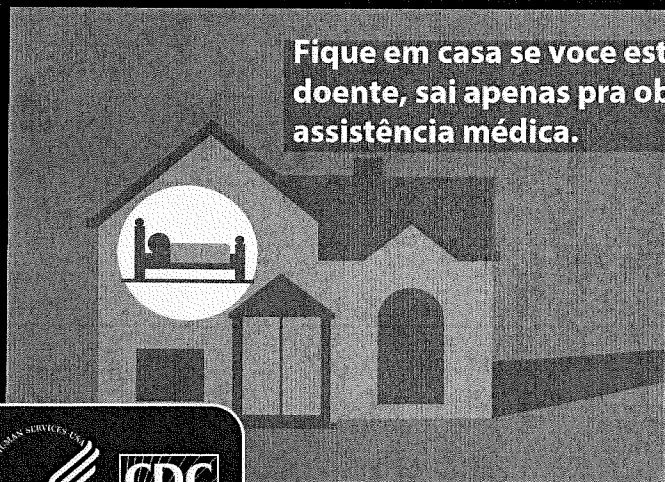
Limpar e desinfetar objetos e superfícies frequentemente tocados.



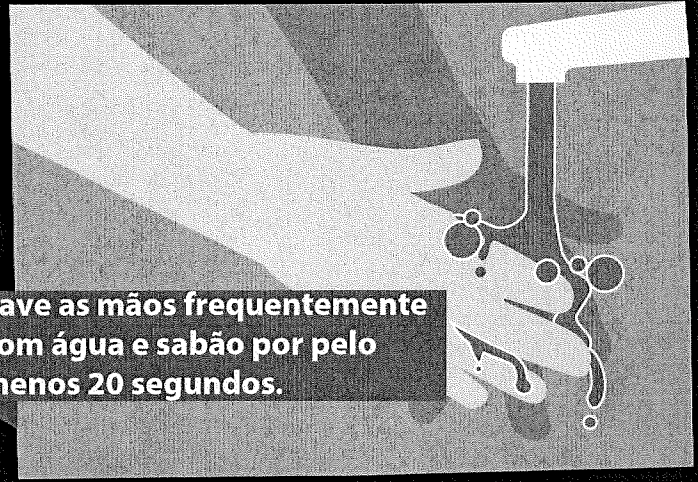
Quando estiver em público, use uma máscara para tampar seu nariz e boca.



Fique em casa se você estiver doente, sai apenas para obter assistência médica.



Lave as mãos frequentemente com água e sabão por pelo menos 20 segundos.

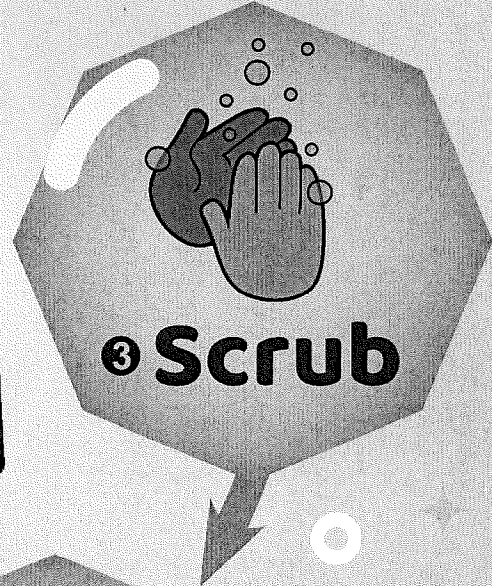


[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



Hands that look clean can still have icky germs!

# WASH YOUR HANDS!



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

POST AT EACH HANDWASHING STATION



Mãos que parecem limpas podem ter germes nojentos!

# Lave as suas Mãos!



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

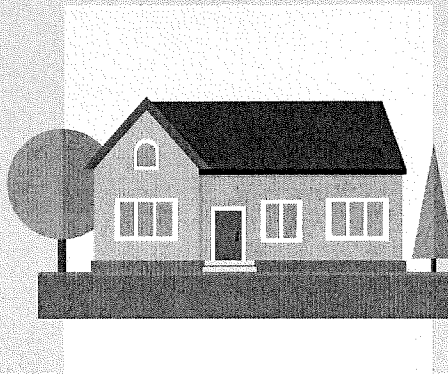
Este documento foi desenvolvido pela CDC. A campanha Life is Better with Clean Hands foi possível através de uma parceria entre a Fundação CDC, GOJO, e Staples. A HHS/CDC não recomenda produtos, serviços ou empresas comerciais.

Colocar em cada estação de lavagem das mãos

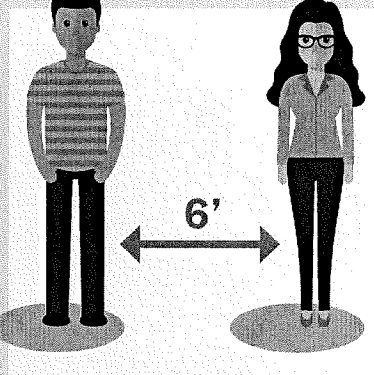
# Help Prevent COVID-19 with Social Distancing



**Call/Facetime/online chat  
with friends and family.**

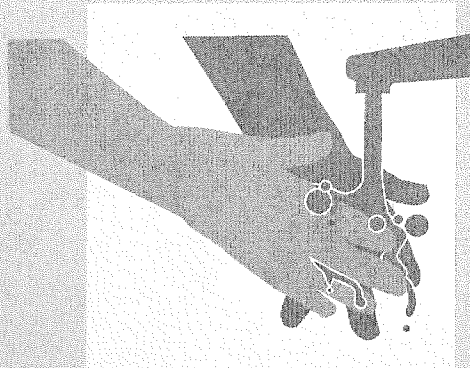


**Stay home  
as much as  
you can.**



**If you must go out:**

- Don't gather in groups
- Stay 6 feet away from others
- Don't shake hands or hug



**And please continue  
to wash your hands  
frequently.**

POST AT THE OFFICE, AT THE ENTRANCE AND ON EACH FLOOR OF THE STRUCTURE, AND INSIDE THE BATHROOM

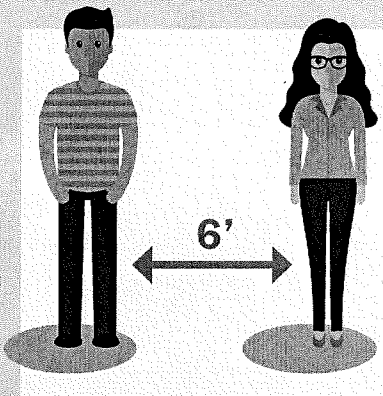
# Ajude prevenir o COVID 19 com distanciamento social



**Ligar / Facetime / conversar  
online com amigos e  
familiares.**

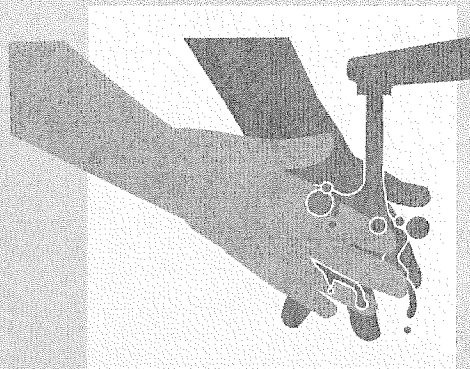


**Fique em casa o  
máximo possível.**



**Caso precise sair:**

- Não se reunir em grupos
- Manter 2m de distância um do outro
- Não se cumprimentarem dando as mãos, nem se abraçando



**E por favor continue  
lavando as mãos  
frequentemente.**

POST AT THE OFFICE, AT THE ENTRANCE AND ON EACH FLOOR OF THE STRUCTURE, AND INSIDE THE BATHROOM